

Training & Development Policy**Version: 2025-01****Company: NMT****Effective Date: 07 December 2025****Last Reviewed: 07 December 2025**

1. Purpose and Scope**1.1 Purpose**

The Training & Development Policy outlines NMT's commitment to fostering a culture of continuous learning, capability building, and professional advancement. The policy ensures that employees at all levels have access to structured, equitable, and high-quality training resources to support performance, career growth, and organizational excellence.

1.2 Scope

This policy applies to all NMT employees globally, including full-time, part-time, temporary employees, interns, and long-term contractors participating in learning and development initiatives.

2. Core Principles**2.1 Continuous Learning**

NMT supports lifelong learning as a strategic priority to strengthen workforce capability and adaptability.

2.2 Fairness

Training opportunities will be offered equitably across roles, functions, and regions, ensuring that all employees can participate based on development needs.

2.3 Accessibility

Training programs will be designed to accommodate diverse learning needs, styles, and accessibility requirements.

2.4 Return on Investment (ROI)

The effectiveness and impact of training programs will be periodically evaluated to ensure alignment with organizational goals and value creation.

2.5 Innovation

NMT encourages the use of modern learning technologies, creative formats, and evolving methodologies to enhance training experiences.

3. Roles and Responsibilities

3.1 Employees

- Identify personal learning needs in alignment with career goals.
- Participate actively in required and optional training programs.

3.2 Managers

- Support employee development by recommending training opportunities.
- Ensure training participation aligns with team and organizational objectives.

3.3 HR Team

- Oversee implementation of training policies and maintain consistency across regions.
- Ensure compliance with global and regional training mandates.

3.4 Learning & Development (L&D) Team

- Design, deliver, evaluate, and continuously improve training programs.
- Monitor training effectiveness through assessments and analytics.

3.5 Executives

- Champion a culture of development and learning.
 - Allocate appropriate budgets and resources for training initiatives.
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4. Eligibility and Budget Allocation Rules

4.1 Eligibility

All full-time and part-time employees are eligible to participate in training and development programs.

4.2 Budget Allocation

Budgets are allocated based on departmental needs, organizational priorities, and Individual Development Plans (IDPs). Funding must align with strategic business goals.

5. Mandatory Training

5.1 Compliance Training

Ensures adherence to legal, regulatory, and internal corporate standards.

5.2 Security Training

Required for safeguarding company data, systems, and intellectual property.

5.3 Onboarding Training

Introduces new hires to company values, processes, and performance expectations.

5.4 Health & Safety Training

Supports a safe work environment across office, remote, and field roles.

6. Optional Training

6.1 Professional Skills Development

Workshops on communication, project management, analytical thinking, and other role-relevant skills.

6.2 Certifications

Financial support for employees seeking industry-recognized certifications aligned with business needs.

6.3 Conferences

Employees may attend industry conferences to expand knowledge, gain insights, and network with peers.

7. Learning Formats

7.1 Online Learning

Self-paced modules via the Learning Management System (LMS).

7.2 Classroom Training

Instructor-led sessions delivered in-person or virtually.

7.3 Blended Learning

Combination of digital modules and instructor-led components.

7.4 Mentoring

One-on-one guidance and skill-building through structured mentoring programs.

7.5 On-the-Job Training

Practical, hands-on experiences under supervision to reinforce learning.

8. Career Development Programs

8.1 Individual Development Plans (IDPs)

Employees collaborate with managers to define skill-building and career development objectives.

8.2 Leadership Tracks

Programs designed to prepare high-potential employees for future leadership responsibilities.

8.3 Succession Planning

Identification and development of future talent to ensure continuity in key roles.

9. Learning Budget Management

9.1 Limits

Employees may access an annual training budget subject to manager approval.

9.2 Annual Caps

Role Level	Annual Training Budget Limit
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Entry-Level	\$1,000
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Mid-Level	\$1,500
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Senior-Level	\$2,500
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Executive-Level	\$5,000
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9.3 Carryover Rules

Unused annual budgets may be carried over with managerial approval, subject to fiscal year constraints.

10. Reimbursement Process for External Training

1. Employee submits a training request form to their manager.
 2. Upon approval, the employee enrolls and completes the training.
 3. Employee submits proof of payment, completion certificate, and receipts within **30 days** to HR.
 4. HR processes reimbursement as per company policy.
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11. Process for Requesting and Approving Training

11.1 Request Submission

Employees submit training requests outlining program details, expected outcomes, and alignment with development goals.

11.2 Manager Review

Managers evaluate the request considering strategic relevance, workload, and budget availability.

11.3 Approval

Approved requests are forwarded to HR for confirmation and budget allocation.

12. Evaluation of Training Effectiveness

12.1 Feedback Surveys

Employees evaluate training content, delivery quality, and relevance.

12.2 Performance Impact

Managers assess whether the training improved employee performance or skill application.

12.3 Key Performance Indicators (KPIs)

Metrics include participation rates, completion outcomes, and post-training performance trends.

13. Integration with Performance Reviews

Training participation, learning outcomes, and development achievements will be reviewed during annual performance evaluations to guide advancement and future development planning.

14. Training Records and Data Management

HR will maintain documentation of:

- Training participation
- Completion data
- Evaluation results
- Annual budget utilization

All records must comply with data retention and privacy policies.

15. Compliance with Regional/Global Regulations

Training programs will adhere to local labor laws, industry regulations, and global compliance standards to ensure NMT meets all legal obligations across regions.

16. Example Scenario: Employee Requests Certification Training

1. An IT employee requests cloud certification to enhance technical skills.
 2. Employee completes the training request form explaining relevance and expected outcomes.
 3. Manager approves based on budget and department needs.
 4. HR confirms funding and outlines reimbursement procedures.
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17. Example Flow: Manager Approves Team Training

1. Manager identifies need for project management training across the team.
 2. Submits group training request specifying anticipated benefits.
 3. HR reviews and schedules the training session, confirming budget allocation.
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18. Checklist for Employees Before Submitting a Training Request

- Identify relevant training program
 - Confirm alignment with IDP or career goals
 - Verify budget availability
 - Complete the training request form
 - Submit request well in advance
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19. Appendix: Definitions of Key Terms

- **L&D:** Learning & Development
 - **IDP:** Individual Development Plan
 - **ROI:** Return on Investment
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This Training & Development Policy strengthens NMT's commitment to skill-building, continuous improvement, and long-term career growth, ensuring employees have the resources and support needed to excel.