

1. Training & Development Policy

Version: 2025-01

Company: NMT

2. Purpose and Scope

2.1 Purpose

The Training & Development Policy outlines NMT's commitment to fostering a culture of continuous learning and professional growth.

2.2 Scope

This policy applies to all employees globally and aims to enhance individual and organizational capabilities through structured training and development initiatives.

3. Core Principles

3.1 Continuous Learning

We believe in lifelong learning to adapt to changing business environments and support career aspirations.

3.2 Fairness

Training opportunities will be provided equitably to all employees.

3.3 Accessibility

Training programs will accommodate diverse learning styles and needs.

3.4 Return on Investment (ROI)

The effectiveness of training programs will be assessed to ensure positive impact.

3.5 Innovation

We encourage innovative approaches to training, including technology and new learning methodologies.

4. Roles and Responsibilities

4.1 Employees

- Identify training needs and participate in available programs.

4.2 Managers

- Support employee development and enable access to training resources.

4.3 HR Team

- Oversee policy implementation and ensure alignment with organizational goals.

4.4 L&D Team

- Design, deliver, and evaluate training programs.

4.5 Executives

- Champion a culture of learning and allocate resources for training.
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5. Eligibility and Budget Allocation Rules

5.1 All full-time and part-time employees are eligible for training opportunities.

5.2 Budget allocation is based on departmental needs and individual development plans, aligned with company objectives.

6. Mandatory Training

6.1 Compliance Training

Required for all employees to ensure adherence to legal and regulatory standards.

6.2 Security Training

Essential for safeguarding company data and assets.

6.3 Onboarding Training

Introduces new hires to company policies, culture, and expectations.

6.4 Health & Safety Training

Promotes a safe working environment.

7. Optional Training

7.1 Professional Skills Development

Workshops and courses to enhance job-related skills.

7.2 Certifications

Financial support for obtaining recognized industry certifications.

7.3 Conferences

Opportunities to attend industry events for networking and knowledge sharing.

8. Learning Formats

8.1 Online Learning

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

8.2 Classroom Training

Instructor-led sessions on-site or externally.

8.3 Blended Learning

A combination of online and classroom-based training.

8.4 Mentoring

One-on-one guidance from experienced colleagues.

8.5 On-the-Job Training

Hands-on learning under supervision.

9. Career Development Programs

9.1 Individual Development Plans (IDPs)

Employees and managers collaborate to set personalized development plans.

9.2 Leadership Tracks

Programs designed for high-potential employees preparing for leadership roles.

9.3 Succession Planning

Developing internal talent to fill future key positions.

10. Learning Budget Management

10.1 Limits

Each employee may access a designated annual training budget with departmental approval.

10.2 Annual Caps

A maximum cap applies based on employee level.

10.3 Carryover Rules

Unused budgets may be carried over with managerial approval.

Role Level Annual Training Budget Limit

Entry-Level \$1,000

Mid-Level \$1,500

Role Level	Annual Training Budget Limit
Senior-Level	\$2,500
Executive-Level	\$5,000

11. Reimbursement Process for External Training

- 11.1 Submit a training request form to the manager for approval.
 - 11.2 Provide proof of payment and completion after the training.
 - 11.3 Submit receipts to HR within 30 days for reimbursement.
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12. Process for Requesting and Approving Training

12.1 Request Submission

Employees submit a training request form with program details and expected outcomes.

12.2 Manager Review

Managers assess alignment with departmental goals and budget.

12.3 Approval Process

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

13. Evaluation of Training Effectiveness

13.1 Feedback Surveys

Participants evaluate content, delivery, and relevance.

13.2 Performance Impact

Assessment of changes in performance following training.

13.3 Key Performance Indicators (KPIs)

Metrics measure overall effectiveness of training initiatives.

14. Integration with Performance Reviews

Training activities will be integrated into annual performance discussions to support development planning.

15. Training Records and Data Management

The HR team will maintain records of:

- Training participation and completion rates
 - Evaluation results
 - Budget usage
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16. Compliance with Regional/Global Regulations

All training programs will comply with applicable regional and global regulations to ensure NMT meets legal obligations and industry standards.

17. Example Scenario: Employee Requests Certification Training

Scenario

An employee in the IT department requests cloud computing certification.

1. The employee completes a training request form explaining the relevance.
 2. The manager reviews and approves based on budget and team needs.
 3. HR confirms budget allocation and shares reimbursement steps.
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18. Example Flow: Manager Approves Team Training

1. A manager identifies the need for project management training.
 2. The manager submits a group training request with expected outcomes.
 3. HR reviews, approves the budget, and schedules the session.
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19. Checklist for Employees Before Submitting a Training Request

- [] Identify the training program and objectives
 - [] Assess alignment with career goals
 - [] Confirm budget availability
 - [] Complete the request form
 - [] Submit in advance of the training date
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20. Appendix: Definitions of Key Terms

- **L&D (Learning & Development):** HR function focused on training and development.
 - **IDP (Individual Development Plan):** Personalized career and skills development plan.
 - **ROI (Return on Investment):** Measure of training impact and value.
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21. FAQ

1. **What types of training are mandatory?**
 - Compliance, security, onboarding, and health & safety training.
2. **How do I request training?**
 - Submit a training request form to your manager.
3. **Is there a budget for training?**
 - Yes, based on role level.
4. **Can I carry over unused training budget?**
 - Yes, with managerial approval.
5. **How is training effectiveness evaluated?**
 - Through surveys, performance impact, and KPIs.
6. **What if my request is denied?**
 - Discuss reasons with your manager and explore alternatives.
7. **Are leadership programs available?**
 - Yes, through leadership tracks and succession planning.
8. **Where can I find training programs?**
 - On the Learning Management System (LMS).
9. **What if I don't complete the training?**
 - It may affect performance reviews and development plans.
10. **Can I attend external conferences?**
 - Yes, with prior approval when relevant to your role.