

# **1. Training & Development Policy**

**Version:** 2025-01

**Company:** NMT

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## **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.

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## **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.

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## **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.

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### **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.

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### **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.

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### **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.

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## **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.

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## **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.

<b>Role Level</b>	<b>Annual Training Budget Limit</b>
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Entry-Level	\$1,000
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Mid-Level	\$1,500
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Role Level	Annual Training Budget Limit
Senior-Level	\$2,500
Executive-Level	\$5,000

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## 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.

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## 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.

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## 14. Integration with Performance Reviews

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

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## **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.

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## **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.