# Corporate Training & Development Policy

At Contoso Ltd., we believe that continuous learning is essential to individual growth and organizational success. This Training & Development Policy outlines our approach to supporting employee learning through formal training programs, on-the-job development, and external certifications.

## Eligibility for Training

All full-time employees are eligible for company-sponsored training. Contractors, interns, and part-time staff may be considered on a case-by-case basis, subject to departmental approval.

## Requesting Training

Employees must submit a formal training request using the Training Enrollment Agent. The request will include the course name, provider, estimated cost, and justification. Managers must approve all training requests prior to registration.

## Certification Support

Employees pursuing professional certifications relevant to their role may be eligible for reimbursement of exam fees and study materials. Reimbursement requires successful completion and submission of proof within 30 days of exam completion.

## Time Off for Training

Approved training time is considered paid work time. Employees should coordinate with their managers to ensure minimal disruption to team operations.

## Post-Training Sharing

To encourage knowledge sharing, employees are encouraged to present key takeaways to their teams following any external training or certification.