

Training & Development Policy

Objective:

To enhance employee skills, knowledge, and performance through structured training and development programs.

Scope:

This policy applies to all employees across the organization.

Policy Guidelines:

1. Training Needs Assessment:

- Conduct regular assessments to identify skill gaps and training requirements.
- Align training programs with organizational goals and employee career paths.

2. Types of Training:

- On-the-job training
- Workshops and seminars
- Online courses and certifications
- Leadership and management development programs

3. Responsibilities:

- HR Department: Coordinate and manage training programs.
- Managers: Identify training needs and support employee development.
- Employees: Actively participate in training and apply learned skills.

4. Budget and Resources:

- Allocate annual budget for training activities.
- Utilize internal and external training resources effectively.

5. Evaluation:

- Measure training effectiveness through feedback and performance metrics.
- Continuously improve training programs based on evaluation results.

6. Career Development:

- Support employees in pursuing career advancement opportunities.
- Encourage participation in mentorship and coaching programs.

Approval and Review:

This policy is approved by the HR Department and will be reviewed annually to ensure relevance and effectiveness.