



LaSalle Solutions

## Employee Training Incentive Program 2015

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Learn to Earn



## Overview

Lasalle would like to encourage its employees to learn and grow for the benefit of themselves, our customers, their co-workers, and the benefit of the Company.

Our ability to service our customers is what sets us apart from the competition. Knowledge and expertise is what enable us to provide the top-notch service to our customers that they demand of us.

Your supervisor must approve any Learn to Earn Awards based on the perceived value that the training will contribute to the employee's growth, and as it aligns with their department and the Company's goals.

## How it works

1. Create a plan:
  - Review your training wants and needs with your supervisor to develop a training plan.
  - Ensure your training plan meets all fine print details, see below.
2. Obtain supervisor approval of your plan.
3. Earn rewards:
  - For each one (1) hour of training that is accomplished by an employee, 50 "training points" will be awarded to the employee's "Training Account".
  - A Learn to Earn Award of \$750 will be presented to the employee for each 1,200 training points accumulated. (24 hours of training).

## Types of training

Types of training may included, but are not limited to, the following.

- Company sponsored in-house training
- Webinars
- Off-site training seminars

## Fine Print

- All eligible training must be pre-approved for the learn to earn program prior to participation.
- Training can include company reimbursed classes.
- Training must add value, and may not detract from your on-going day-to-day tasks and responsibilities. This aspect will be considered by your supervisor as well when considering approval for your participation in a training opportunity.
- Employees are able to earn up to two (2) "Learn to Earn" Awards within any one calendar year.
- Employees must track points and awards via the Learn to Earn Training Log.

The program will continue until further notice.



## Learn to Earn Training Log

Attached is a log that you can use to track your success towards Earning for your Learning.

Employee Name: \_\_\_\_\_

[illegible]