

# Employee Training Policy

*'Name of the Company' believes that employees need to update their knowledge and develop new skills to improve their productivity in the modern competitive environment. This will benefit both you and the company. We need you to feel optimistic about improving skillfulness and productivity and find new possibilities for personal development and success.*

## Purpose

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This policy defines the company's training and development programs and activities.

## Scope

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This policy applies to all the employees who work permanently, part-time or full time for the company.

## Meaning of Training and Development

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'Name of the Company' includes the following employee training:

- Formal training sessions (individual or corporate)
- Coaching and Mentoring for the employee
- Conference Participation
- On-the-job training
- Job Rotation
- Job shadowing

At 'Name of the Company', we arrange for subscriptions or educational material as a part of our training and development provisions. These measures are undertaken to have access to articles, news, and other material that can help them improve at their jobs. However, this is based on two conditions:

- The relevant fees should be within a set limit per person.
- Material/Subscriptions should be related to the job.

Software licenses and other tools which bear the utmost necessity to the employees are not included in this list.

## Individual Training Programs

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The company has specific provisions regarding individual training programs.

Employees employed for more than four months for the company are eligible to participate in the external training programs.

This training can be taken individually or even as a team.

'Name of the Company' will set a budget for each employee at the beginning of the year. This budget will be renewed annually.

Employees are allowed to remain absent for 'Number of Days' days per year FOR of training.

Employees are allowed to choose 'Number' of training programs.

These training programs, however, should not exceed the budget or day limit allotted to the employee.

If they exceed the limit of the budget, they will have to pay the extra fees themselves. In case of exceeding the extent of the number of days, they will have to use their paid leaves for the days exceeding the set limit.

Any training that is unavoidable for the employee's job and is made mandatory by the company is excluded from such training budget and days limit. The company will incur the entire cost of such training.

## Corporate Training Program

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In some instances, we might employ experts to train our employees. In such a case, the company will bear the entire cost of the training.

This training may include diversity training, equal employment opportunity training, leadership training for the managers, or conflict resolution.

This training may also include the training conducted by experts and managers who are internal to the company.

Training new employees, training for promotions, transfer, or training teams for company-related issues is part of internal expert training.

For this type of training, the employees do not have to use their paid leaves.

## Procedure

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When an employee wants to attend any external training sessions or conferences, this procedure should be followed:

1. The team leaders, supervisors, or employees identify the need for training.
2. The team leaders and the employees discuss potential training methods or programs and give their inputs.
3. They present their proposal to the HR.
4. HR considers the proposal and compares it with the budget and time constraints and the training's content.
5. HR either approves or rejects the proposal. He should provide the reasons in written format in case of rejection of the request.
6. If approved, HR should start making arrangements about dates, accommodations, reservations, trainers, etc.
7. The employee will have to inform the HR if he/she plans to drop the training. The employee will be liable to pay any cancellation fees incurred.

## Responsibilities of HR

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HR is responsible for:

- Assessment of training needs.
- Maintenance of budgets.
- Maintenance of training schedule.
- Assistance in making learning and development activities and strategies.
- Promotion of corporate training programs.
- Promotion of employee development plans.
- Observing and calculating improvement and KPI.

