

Training, Learning and Development Policy

Effective Date: 17.06.23

Introduction

At **Aban Development Builders**, we believe that investing in the development of our employees is crucial for their professional growth and the overall success of our organization. Our Training, Learning, and Development Policy outlines our commitment to providing opportunities for continuous learning, skill enhancement, and career development for all employees.

Policy Statement

- a. **Training Needs Assessment:** We will conduct regular training needs assessments to identify the knowledge, skills, and competencies required for employees to perform their roles effectively. This assessment will guide the development and implementation of relevant training programs.
- b. **Training and Development Programs:** We will provide a range of training and development programs to address identified needs and support employee growth. These programs may include orientation for new employees, technical and job-specific training, leadership and management development, soft skills training, and career development initiatives.
- c. **Accessibility and Equality:** We are committed to ensuring that training and development opportunities are accessible to all employees, regardless of their position, department, or background. We will provide equal opportunities for learning and development, taking into account individual needs, preferences, and diversity.
- d. **Professional Development Support:** We will encourage and support employees in their pursuit of continuous professional development. This may include financial assistance for external courses, conferences, certifications, and other relevant learning activities that align with their roles and career aspirations.
- e. **Coaching and Mentoring:** We recognize the value of coaching and mentoring relationships in enhancing employee development. We will facilitate opportunities for employees to engage in mentoring programs, where experienced individuals can provide guidance, support, and knowledge transfer.
- f. **Performance Management Integration:** Training and development activities will be integrated into our performance management processes. Managers will work closely with employees to identify developmental goals, provide feedback, and align training opportunities with individual performance objectives.
- g. **Learning Culture and Resources:** We will foster a learning culture within our organization by promoting knowledge sharing, collaboration, and continuous improvement. We will provide access to learning resources, such as online learning platforms, libraries, industry publications, and other relevant materials to support employee development.
- h. **Evaluation and Feedback:** We will evaluate the effectiveness of our training and development initiatives through feedback mechanisms, participant evaluations, and performance assessments. This feedback will be used to continuously improve the quality and relevance of our programs.
- i. **Compliance with Legal and Ethical Standards:** All training and development activities will comply with applicable laws, regulations, and ethical standards. We will ensure that employees are aware of their rights and responsibilities regarding training, learning, and development activities.

Responsibilities

- a. Management: Managers and supervisors have a responsibility to identify training needs, support employees' development, and encourage their participation in relevant programs. They will provide guidance, feedback, and ongoing support to employees throughout their learning journey.
- b. Human Resources: The Human Resources department will oversee the implementation and coordination of training and development initiatives. They will facilitate the delivery of training programs, assess training needs, monitor employee progress, and evaluate the effectiveness of the overall training and development strategy.
- c. Employees: Employees have a responsibility to actively engage in training and development opportunities, take ownership of their learning, and apply the knowledge and skills acquired in their roles. They should communicate their development needs and aspirations to their managers and seek opportunities for growth.

Communication and Implementation

We will communicate this Training, Learning, and Development Policy to all employees to ensure their awareness and understanding of the opportunities and resources available to support their professional growth. The policy will be implemented through clear guidelines, procedures, and communication channels.

Policy Review

This Training, Learning, and Development Policy will be reviewed periodically to ensure its continued relevance, alignment with organizational needs, and compliance with industry best practices. Updates or revisions will be made as necessary to reflect changing circumstances, emerging trends, and employee development needs.

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