

## **Associate Training and Development Policy – August 2009**

### **Introduction**

Longden recognises the important contribution which training makes to the company's continuing efficiency and profitability, and the future prosperity of the business will depend on the knowledge, skills, expertise and motivation of its associates.

Responsibility for training rests with both individuals and senior management. All employees have a Personal Development Review (PDR) every year. Personal objectives are determined together with the required training and development, to under-pin the individual objectives and satisfy the Business Plan needs. Continuing Professional Development (CPD) needs are also considered as part of the PDR. The Managing Director is responsible for translating the above requirements into an annual training plan, as well as advising and assisting on training matters and providing the necessary training services. The annual training budget is approved by the Managing Director, detailed in the Longden Training Plan.

### **Longden Training Aims:**

- Provide induction training for all new associates
- Ensure appropriate training is available, to enable people to reach maximum effectiveness in the shortest possible time
- Ongoing updating training to maintain and improve satisfactory performance
- Provide progression and promotion training to take on new or enhanced responsibilities
- Provide health and safety training for all employees
- Make best use of natural abilities of associates by developing their skills and capacities
- Channel staff skills for the benefit of the organisation, and their future career
- Develop commitment to Longden by associates' awareness of opportunities

### **Policies for achieving the aims:**

- Ensure development and training is a continuous and systematic process.
- All training based on needs for the business and individual employees.
- Training designed to achieve Longden's strategic objectives.
- Encouragement of staff self-development and CPD
- Training designed to help staff improve performance, skills and knowledge.
- Ensure staff have a correct balance of experience to develop their potential
- Ensure training contributes to improving Longden's performance by evaluation.

