



## Training Policy

### **Aims and introduction**

Elite Industrial Supplies Limited recognises the importance of the contribution that each of our employees makes and we will provide opportunities and training to enable them to develop to their full potential, maximising the contribution and impact they make to the business.

The aim of the company is therefore to provide training and development opportunities for all employees via its training policy. This aim will be achieved by the development of systems and procedures which achieve the following objectives;

- To ensure that all employees are aware of the commitment at the most senior level, to their development in fulfilment of the company business goals and objectives.
- To ensure that all employees are aware of the major objectives of the company and how they may contribute to the achievement of these objectives.
- To ensure that all employees are aware of the Company Policies and how they affect their role within the Company.
- To ensure that all employees are familiar with company guidelines as set out within the Company Policies and Staff Handbook to make certain of their safety and wellbeing.
- To identify the development needs of the company and the training and development needs of all employees as individuals or as teams and the targets / standards which training is to achieve.
- To identify the resources that are to be made available to meet training and development needs of the business and its employees.
- To effectively induct all new employees and to provide their initial instruction in the job.
- To ensure that all managers / supervisors who have responsibility for others are competent to identify training and development needs, and are skilled in carrying out reviews and to counsel individuals on how their performance might be developed.
- To review and evaluate at all levels, including the most senior level, at least annually, the effectiveness of training with regard to the achievement of business objectives.

In support of this policy the company has made a commitment to achieving the standards as required by the "Investors in People" award.

## **Company Induction**

On joining the company every employee will undergo company induction training. The induction will normally last half a day and is tailored to suit the individual's position within the company. It is designed to provide individuals with information which will enable them to settle into their roles effectively.

## **Development Reviews and the Training Process**

It is important that employees training needs are identified in a structured manner. A Development Review is a meeting that takes place between an employee and their supervisor every 6 months.

The aim of the development review process is to ensure that all employees have regular, 'two way' discussion with their supervisor regarding any training needs which would enhance their contribution to their job. It also aims to raise any issues with regard to their attributes and progression in the role. It is designed to be a constructive two-way process; supervisors will discuss the performance of the individual and provide information on available opportunities, whilst employees will have the responsibility of informing their supervisor of their aspirations and co-operating with any actions designed to maintain and improve their abilities.

The company will hold Development Reviews at regular 6 monthly intervals. Also, on joining the company, site employees will have a 'New Starter Review' six weeks after their start date and office employees will have a Development Review one month after starting their jobs in order to set initial objectives.

## **Training Plan**

All training needs that are identified from the Reviews are incorporated into the Company Training Plan. This document lists all planned training for the company. It may well be the case that the company cannot afford to carry out all training identified in the reviews immediately. The company has a training budget set each year and so the training will be prioritised against this budget with a view to completing any outstanding training in the future.

Every employee receives a copy of their Development Review which details their individual development plan.

## **Training Request Forms**

In addition to the Development Review employees are given the opportunity to request training at any time in the year by filling out a Training Request Form and submitting this to their Supervisor or Manager for approval or referral to the next Development Review.

### **Pre Training Briefing Forms**

Before any training takes place, employees are briefed by their supervisor on the purpose of the training. The aims and objectives of the training are outlined and the expected impact the training will have on that individual's job are identified. The aim of the briefings is therefore to focus the individuals on the training and ensure their understanding of the purpose, in order to maximise the benefit of the training.

### **Training Evaluation**

All training and development activity is reviewed at several different levels in order to evaluate its impact on individual, team and company objectives. Firstly, at the individual level people will complete **Training Feedback Forms** outlining the impact and relevance the training had to their jobs. Secondly, each department manager will review training at a team level evaluating to what extent department objectives have been met from the training. Thirdly, the senior management team will review the effectiveness, relevance and cost of training activity across the company every six months and evaluate the extent to which company objectives are being met from training activity.