

# *Training Policy*



It is the policy of the Practice to be committed to the training and development of all Partners and staff, because it is recognised that this will be the only way to achieve business success.

A training policy has been established to ensure that: -

- The Practice has sufficient trained, competent Partners and staff to meet our objectives
- Partners and Staff are given the training and development they require to perform their jobs safely and efficiently
- Partners and Staff are assisted in their development within the Practice, and to allow for career progression as and when opportunities arise
- All Partners and Staff are given the same opportunity for training and development
- The performance of individuals, and in turn the Practice, is being continually improved

## **Training Priorities**

The Practices training priorities will be agreed annually by the Partners based on the coming years business objectives. Any training requests which meet these priorities will be considered, and if the budget allows will be actioned.

## **Training Methods**

It is recognised that training can take many formats and may fall into the following categories: -

- On the job training
- Shadowing
- Coaching / mentoring
- Secondments
- Distance Learning
- External Courses – wherever possible external course will be supported and funded by the Practice
- Internal resources – the Practice will provide, where possible, professional magazines free
- CPD

## **Roles and Responsibilities**

The Partnership

- Agree the training and development requirements of the Practice
- Allocate an annual budget for training and development

- Evaluate the impact of training and development against business objectives on a six-monthly basis
- Communicate the impact of training and development to staff on an annual basis

Office Managing Partners

- Ensure that all staff receive appropriate induction training
- Ensure that all areas of responsibility and required standards of performance are clearly understood and provide continuous constructive feedback
- Agree effective objectives with staff
- Identify training and development needs during the appraisal process
- Ensure that individual training plans are actioned
- Evaluate the effectiveness of all training and development activity
- Encourage individuals to develop their skills on an ongoing basis
- Encourage individuals to participate in organised CPD events

Partners and Staff

- Be responsible for the identification and analysis of their own training, management and development needs
- Ensure they have agreed clear objectives for training before embarking on any training
- Take a full and active part in any training and development activity that they attend
- Provide feedback to their OMP on the usefulness of the training undertaken
- Ensure that they apply the new knowledge / skills back in the workplace
- Cascade the new knowledge / skills back in the workplace, to their peers
- Encourage others to develop and assist in their development wherever possible

Signed .....

Date .....

General Managing Partner