

Policy: Training and Development Plan

1. SUMMARY

- 1.1. This policy defines WINNS Services Training and Development Plan to ensure it meets requirements.
- 1.2. The Operations Director is responsible for implementation and management Training and Development Plan

Rev.	Date	Nature of Changes	Approved By
1	27 February 2018	Original issue.	C Stebbing
2	7th September 2021	Updates	C Stebbing

2. POLICY: Training and Development Plan

The overall aim of the Training and Development Plan is to ensure that within budgetary constraints the optimum performance can be obtained from all members of staff.

The board and senior managers will obtain information on the training requirements from:

- a) Appraisal Records
- b) Staff feedback
- c) Changes in legislation
- d) Succession plans
- e) Site requirements

This information will be used to plan and organise appropriate training to meet those needs, training and development can be provided by a variety of methods eg

- a) Secondments
- b) Conferences
- c) In house training
- d) On the job training
- e) Formal external courses

The Training Plan will be review annually at the management review meeting.