

## Training and development

Rosemor International Ltd recognises the contribution employees make to the success of the company. It also recognises that to maintain a committed and competent workforce, it needs to ensure there is adequate training and development provided for all employees.

The Directors will ensure the following:

1. Employees are properly inducted into the organisation and trained in the skills they need to carry out their current duties at a standard acceptable to the company and its customers.
2. Employees are provided with the skills they may need to for changes in the way duties are carried out or other company initiatives.
3. Employees are encouraged to develop their skills and talents to enable them to progress within the company and reach their full potential.

### **Identifying Training Needs**

Training and Development needs will be identified in the following ways:

Line Managers will monitor the skills, expertise and performance of their employees and ensure they have the skills and knowledge they need to their current jobs successfully.

Line Managers and employees will identify training and development needs which arise during the course of the year in discussions with the employee in both the annual appraisal and during less formal coaching.

The company will evaluate the skills and knowledge it will require in the future derived from its business strategy.

### **Meeting Training Needs**

Once identified, the training and development needs of employees' will be addressed in a number of ways, including:

- On the job training
- Coaching and mentoring
- Internal training and development events
- External training courses/events

### **Monitoring and Evaluation**

In order to ensure that investment in training and development is adding value to the business, the effectiveness of all initiatives will be closely monitored on an on-going basis and evaluated in terms of the effects on the performance of the individual and the organisation.

Monitoring and evaluation will concentrate on the following key indicators:

1. Response  
Have participants found the training interesting, relevant and of practical use to themselves and the company?
2. Change  
Has the training resulted in changes in attitude and improvements in knowledge and skills?
3. Application  
Has the learning been applied and has it resulted in improved efficiency, effectiveness and performance?