

Employee Training Policy

Company name: _____

Policy title: Employee Training & Development Policy

Effective date: _____

Version: _____

Approved by: _____

Purpose

This policy promotes a culture of continuous learning and skill building. It makes sure employees have opportunities to grow professionally and contribute to the company's overall success.

Scope

This policy applies to:

- All permanent employees, full-time and part-time
- Temporary employees, subject to managerial approval

Contractors and consultants are not covered by this policy.

Training & Development Opportunities

Employees may take part in a range of learning activities, including:

- Workshops, seminars and online courses
- Coaching and mentoring
- On-the-job training and project-based learning
- Job shadowing and role rotations
- Access to professional materials, subscriptions or certifications (subject to budget and relevance)

Eligibility & Budget

- Employees with at least 4 months of service are eligible.
- Each employee can use up to 10 training days a year, within the annual budget.
- Mandatory training assigned by the company does not count toward this limit and is fully funded.
- Exam fees are covered once per course. Re-exam fees are the employee's responsibility.

Procedure

1. Identify the training needed (the employee or the manager can do this).
2. Discuss and choose suitable programs.
3. Submit a training proposal to HR that includes:
 - The type of training and the provider
 - Duration and cost
 - Expected learning outcomes
4. HR reviews the request for relevance, quality and budget.
5. HR communicates its decision or feedback in writing.
6. HR arranges the logistics, or reimburses approved costs once receipts are submitted.

Corporate Training

The company may organize internal or external training sessions on key topics such as:

- Leadership and management
- Communication and teamwork
- Diversity and inclusion
- Conflict resolution
- Systems or process updates

Attendance at these programs counts as work time and is fully sponsored.

HR Responsibilities

HR will:

- Identify organizational skill gaps and plan annual training schedules
- Manage budgets and keep training records
- Work with managers to align training with company goals
- Tell all employees about the opportunities available
- Evaluate how effective the training is

Policy Review

HR reviews this policy every year to keep it aligned with business objectives and employees' development needs.

Employee Acknowledgement

I have read and understood the Employee Training & Development Policy.

Employee name:

Signature:

Date:
