



## **Staff Development Policy**

### **Overall principles**

Corporate Learning Consultants Ltd. (CLC) is committed to creating an environment that encourages development for all members of its community. CLC are very much in the business of supporting aspirations and nurturing talent. The company is therefore committed to attracting and retaining the best possible mix and highest calibre of people; to enabling them to give their best in an enjoyable, stimulating and appropriately challenging environment; to taking a long-term view of their individual development; and to have high expectations of their contribution.

The company seeks to ensure that opportunities are available to all staff to learn and develop within their current role and in preparation for their future career development. The company recognises that the development of rounded individuals with a broad range of skills and interests brings both individual and organisational benefits and is, therefore, fully committed to providing opportunities for staff to enable them to reach their full potential in their role and supporting career development and progression.

The purpose of staff learning and development is to enable staff, individually and collectively, to enhance their knowledge, expertise and skills in order to enable them to fulfil their job role effectively and support progression. We encourage staff to self-reflect and identify their own development requirements and aspirations as well as being supported in this process by their manager.

The company recognises that staff development in its broadest sense includes on the job learning, specific training in order to carry out the role, new projects and challenges, knowledge sharing with colleagues, job shadowing, mentoring, coaching, research and study, as well as participation in conferences, seminars, courses, professional qualifications and training events.

At the heart of our commitment to staff development is the acknowledgement of the vital role that good leaders and managers play in enabling staff to continue to develop professionally and personally. Consequently we will support our leaders and managers with targeted development programmes now and in the future.



## **Organizational commitment**

In accordance with the company's Equality Opportunities Policy there is a commitment to providing equality of opportunity by ensuring that learning and development opportunities are available to staff regardless of disability, gender or sexual identity, marital status, family or caring responsibilities, race, colour, ethnic origin, sexual orientation, age, national origins, nationality, and religious beliefs, work or study pattern or contractual status.

All staff can expect to:

- be welcomed into an evolving and dynamic working community where talent, strengths and good ideas will be respected;
- be given the opportunity to attend an induction and to understand the company ways of working and current job requirements;
- take part in staff development with a view to supporting development, facilitating the improvement of performance to meet agreed objectives and achieving career aspirations;
- build on or develop the knowledge, ability and skills required to carry out the role for which they have been employed, taking into account reasonable adjustments which may need to be made based on individual need, context and circumstances;
- be treated as individuals and be provided with the level of support/development which is required for them to develop the skills to do their job effectively;
- have the opportunity to extend their learning to equip themselves to meet changing needs, irrespective of their present grades or roles and career pathways;
- be able to progress through learning and development activities or have the opportunity to prepare themselves for their own potential career progression through learning and development activities.

The company will promote the sharing of information and will provide opportunities, facilities and resources, including the waiver of tuition fees for its own taught courses where appropriate.

## **Guidance on implementing policy**

The directors of the company will:

- oversee the staff development policy and associated strategies for the Company;
- review annual plans/priorities for staff development;
- stimulate and disseminate best practice in relation to staff development activity;
- Conduct annual evaluation reports on staff development activity;



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- allocate resources and create an appropriate environment to meet the above identified development needs ensuring that there is fair allocation of resources.