

Training and Development Policy

September 2009

Surrey Youth Focus wishes to support the development of staff and Trustees, but as a small organisation there have to be defined limits to this in practice.

The purpose of this short policy statement is to set out those limits.

Training and development

There is a natural tendency to equate training and development with the attendance on courses and conferences, and academic qualifications. It should be remembered that there are huge variety of possible learning and developmental experiences – work itself should be developmental, and other experiences include: being coached, reading, discussion groups, 1;1s and so on. There are also plenty of free resources on the internet -see <http://www.mindtools.com> whilst Surrey Business link run excellent free courses.

Evidence of need

In all cases the need for training and development should arise from a formal process such as the annual Appraisal process, the half yearly review, or monthly 1:1s. The key test is whether the training proposed will relate to the core purpose of the job, and will result in enhanced performance in an area of importance in the Business Plan.

Financial provision

Survey information from the Chartered institute of Personnel Management and Development shows that organisations with less than 250 employees spend a median figure of £220 (July 2009). At present Surrey Youth Focus has a small training budget, but this will be increased to £200 a head from 2010 /11.

As a matter of principle the maximum funding contribution to any external course/ conference will be £300.

Evaluation

Staff attending course, conferences or any developmental practices should be encouraged to share their experience at Team meetings (as a standing item), and to log a maximum of 3 key learning points on to the shared learning file at Z/ Admin/ Staff.

Conclusion

The motivation, happiness and skills of the staff are crucial to the overall achievement of Surrey Youth Focus business plan objectives, and one way of promoting this is to ensure effective training and development, to which the organisation is committed.

Approved by Trustees.....