

# The Lomond Clinic Employee training Policy

DATE April 2024 REVIEW DATE April 2027

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## Employee training Policy

This policy refers to the company's learning and development programs and activities.

### Scope

This policy applies to all permanent, full-time or part-time employees of the company. All eligible employees are covered by this policy without discriminating against rank or protected characteristics. Employees with temporary/short-term contracts may attend training at their manager's discretion. This policy doesn't cover supplementary employees like contractors or consultants.

### Policy elements

Imparting training policy is a joint effort. Employees and managers should all collaborate to build a continuous professional development (CPD) culture. Employees are responsible for seeking new learning opportunities. Managers are responsible to coach their teams and identify employee development needs.

### Training delivery

There are various methods to impart training. The selection of the training delivery method depends on cost-effectiveness in terms of achieving the training outcome. Training activity will mostly be delivered in a combination of the following forms:

- Formal training sessions (individual or corporate).
- Training provided by internal and/or external experts.
- On the job training (OJT).
- E-learning.
- Conferences/Seminars participation.
- Pre-employment training.
- Employee coaching and mentoring.
- Job shadowing.

Conditions apply:

The training modules are classified based on:

**Technical Skills:** Specialized subjects to develop technical skills and knowledge according to the job/function.

**Managerial Skills:** Skills necessary for employees of managerial levels to manage their function and employees.

**Soft Skills:** To develop personal attributes that enhance an employee's interactions effectively with other employees internally or externally.

**Professional Certification:** Training programs that certify an employee in a certain specialty. Individual training programs

Employees may have to bring proof of attendance to such training if asked for.

Employees and managers are responsible for finding the best ways for CPD. They should be open to changes to improve their skills and productivity. Employees must ask their managers for direction and advice. Managers should do the same with their superiors, and encourage and mentor their subordinates.

Employees are encouraged to use their rights for self-paced learning. They are welcome to ask for educational material and access to other resources within the allocated budget.

General guidelines:

Managers should keep records for reference and better improvement opportunities. They should regularly evaluate the success of training material and efforts.

Employees should try to make the most out of their training. They must make efforts in finding ways to implement the knowledge gained for the betterment of their work.

Employees must use their allocated training budget and time for training purposes.