

Aghalee Village Hall

Training & Development Policy

1 Purpose and Scope

Aghalee Village Hall is committed to ensuring that all staff and volunteers have access to learning, development and training opportunities which enables them to be suitably knowledgeable and skilled to carry out their role within Aghalee Village Hall, and to develop their talents in any ways that fit with the organisation's development to meet its strategic objectives.

2 Aims

The main aims of this policy are to:

- ensure that employees and volunteers are supported and enabled to meet the changing demands of the organisation and its service users so that the organisation achieves its strategic objectives
- facilitate employee/volunteer development and/or personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base.
- provide a working environment where continuous learning and development take place that help staff to gain more enjoyment from their roles, increase motivation and enhance staff retention

3 Equal Opportunities

The organisation is committed to ensuring equality of learning opportunity, hence no employee or volunteer will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post and volunteers will be given access to relevant training.

4 Responsibilities

4.1 Employees

Aghalee Village Hall believes that employee development is most effective when the individual employee takes responsibility for identifying any opportunities for self development which will enhance work performance through increased skills and knowledge.

Learning needs and opportunities will also be identified through the support, supervision and appraisal process, and through internal assessments to meet business need.

We expect all employees to also take a proactive approach to furthering organisational wide learning and development.

The Secretary should be notified of all learning undertaken for inclusion in a central log. This should also include top level comments on the quality and cost effectiveness of training from participants which is made available to all staff when considering booking training.

4.2 Line Managers

Line managers are responsible for assisting staff and volunteers to identify learning needs and for ensuring that they review these with staff on a regular basis during support and supervision sessions. The employee's log of learning should also be discussed at these sessions.

Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development. Line managers should seek feedback on any training, including quality and cost effectiveness. Line managers should then ensure that employees implement the skills that they have gained through training and ensure that feedback on training is shared with the organisation via the central log of learning.

4.3 Chairman, Management Committee & Trustees

The co-ordination of the learning and development process is the responsibility of the Chairman. They will, therefore, ensure that evaluation of learning activities is undertaken annually by liaising with line managers to ensure that any identified needs are addressed accordingly.

The Management Committee is responsible for agreeing the learning and development budget on an annual basis – a minimum of 1% of annual budget will be allocated to this. The learning budget is controlled by the Chairman with subsequent allocation monitored with the Officers.

The Management Committee and Trustees also have a responsibility to attend appropriate training in order for them to perform their legal duties.

5 Routes to Learning & Development

Options for learning & development may include:

- On the job learning including learning from other members of staff via job shadowing, mentoring, in house skill sharing, staff away days etc.
- Secondments and placements/visits to other organisations
- Setting up job development opportunities such as public speaking, in house presentations at team meetings
- Attending internal or external training days/ workshops
- Attending conferences, forums
- An external course of study
- Web based e learning
- Self-directed study – such as books, manuals, online information

Aghalee Village Hall is committed to sharing the learning and lessons gained by staff and volunteers throughout the organisation. This will be accomplished in a number of ways:

- Giving time in team meetings to share core lessons from training
- Sharing brief course details and notes on the extranet so
- Maintaining current information, changes in law, current issues, research findings and expert articles on the Association's website
- Networking with partner and same sector organisations and incorporating their literature, reports and research documents into office resource libraries.

6 Key Professional and Skills Based Learning

The organisation aims to prioritise learning that focuses on areas which:

- enable us to fulfill our strategic objectives
- pertain to any organisational statutory/contractual obligations
- are essential in order to generate and maintain income
- enable effective responses and management of legislative changes
- ensure IT skills meet business need
- are essential to ensure the quality of service provision
- enable employees to meet their responsibilities in completing continuous professional development required by relevant professional bodies.
- enable management development in relation to those who have managerial/supervisory responsibilities

7 Core Learning

There are specific areas of learning which are essential for all employees and cover a rolling programme of needs which have been identified as part of a continuous programme of learning and development. Core learning will therefore cover the following areas:

7.1 Induction

All new employees are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff learning and development, and integration into the working environment.

7.2 ICT (Information and Communication Technologies)

It is important that all employees are given opportunities to enhance their ICT skills base. The organisation is committed to ensuring that all employees have competent grounding in the use of ICT in the wider context of their professional roles. Employees are positively encouraged to become familiar with the extranet, internet, email other electronic facilities and computer software packages at their disposal. Initial information and training will be provided on commencement of the role or when any technology changes occur.

8 Recording, Monitoring & Evaluating Learning

The Chairman is responsible for ensuring that a central record of employee learning is created and maintained, and that all learning and development activities are monitored and evaluated in terms of suitability, effectiveness and value for money.

Line Managers have responsibility for reporting on the effectiveness of any staff development programmes to the Chairman once a year.

9 Performance Management

Performance management is an ongoing communication process, which involves both the line manager and their employee in:

- identifying and describing essential job functions and relating them to the strategic and operational objectives of the organisation
- developing realistic and appropriate performance standards
- giving and receiving feedback about performance
- participating in constructive performance appraisals
- planning learning and development opportunities to sustain, improve or build on

employee work performance.
Regular meetings/communications between staff and line manager facilitates this process.

10 Appraisals

Annual Appraisals are an essential component of Aghalee Village Hall’s performance management framework and are supported by regular support and supervision sessions between line managers and their employees and volunteers throughout the course of the year. The appraisal scheme allows for every employee or volunteer to be formally appraised with their line manager through a structured discussion on work performance over the previous year and which, must also incorporate the employee’s or volunteer’s learning and development needs for the following year.

It is an opportunity to build on strengths and address areas, which require support, thereby enhancing the potential skill base of the individual employee or volunteer.

Supervision Notes

Meeting with :	Date :
Manager :	Meeting Number :
<p><u>Sample Agenda:</u></p> <ul style="list-style-type: none"> • Issues from last supervision. • Current priorities and time management. • Review of current practice against Action Plan and planning ahead. • Staff/ team issues. • Staff development/ training. • Revised Target setting. <p>And at agreed times . . .</p> <ul style="list-style-type: none"> • Project development plans. • Career/ personal development. • Aims and objectives of workers’ practice/ review of job description. <p>Progress / discussion</p>	

<p>Actions & tasks :</p>	<p>Deadline</p>	<p>Met / Unmet</p>
<p>Actions & Deadlines Agreed :</p> <p>Next Meeting:</p> <p>Signed :</p>		