



# Training Policy

## Training Policy Statement

- Millennium Coatings Ltd recognises the priority in training and development of management and staff so internal processes are designed to meet the needs of both the employer and of the individual.
- The aim is to ensure that all employees are given the necessary help to develop the knowledge, skills and attitude required to work efficiently and to provide every opportunity for career development.
- The responsibility for the strategic planning for training and development lies with the CEO who shall provide adequate resources and facilities meet the commitment of this policy.

## Commitment to Training & Development

- **Company Strategy:** is to secure an ability-based workforce where the decision to employ is based upon the philosophy of “the best person for the job” and on individuals meeting the requirements of the job criteria. Progression and development is based on merit and wherever possible being given the help needed to attain their full potential to the benefit of the company and themselves.
- **Focus:** to create a workforce capable of meeting new challenges, skilled and competent in all aspects and motivated to strive toward the company’s objectives and targets.
- **Induction Training:** is given to all new employees to familiarise them with the policies, procedures, practices and to illustrate their role, responsibilities and position within the company.
- **Continuous Training & Development:** employees are seen as its greatest asset and helping them to develop is crucial to the achievement of the organisations goals. They are expected to take responsibility for their individual effectiveness, personal and career development, so all training endeavours to support the individual to achieve these goals.
- **Personal Development:** appropriate, job related further education is considered an important element of career development and as an asset to the company. Employees are encouraged to make full use of internal and external resources available.
- **Individual Training Records:** are maintained for all training and personal development to indicate the achievement of progress, objectives and to assist in the identification of further training needs.
- **Training Needs:** are reviewed on an on-going basis by the senior management and annually through the Management Review. They are identified at the recruitment, induction, appraisal or promotion stages. The needs are identified as both statutory and key areas of work which could be assisted by training and development. It is also a means for an employee to develop and to improve their performance and professionalism within the organisation.
- **Health, Safety & Equal Opportunities:** the policies and procedures implemented are designed to protect both the company and the individuals for legal obligations and company requirements.
- All employees are trained in these aspects through the induction process, policies and procedures.

Signed: .....

Simon Nightingale (CEO)

Date: 30<sup>th</sup> November 2018

Revision 5