**Staff Development and Training Policy**

Agreed by Board on 15.8.18; Reviewed: 14.5.19

Date for next check: May 2021

We want all staff to have a chance to learn.

Learning will help staff to

* do their jobs well
* contribute more to our work
* use the MIRROR principles

**Planning**

We will plan staff development and training by:

* looking at what the organisation needs
* looking at what members of staff need
* looking at our budget

To help us plan for each person, we will:

* use our induction procedure when new staff start work
* use our supervision and appraisal procedures to identify training needs.
* keep a development and training record for each member of staff
* check if training and development has improved someone’s work
* check if training and development has improved the organisation’s work

The Chief Executive will develop an Annual training plan for the Board to approve at the meeting in May.

The Chief Executive can use his/her discretion to make small changes to the plan, without needing Board approval throughout the year.

**Identifying development and training needs**

Development and training needs may be identified by:

* the Co-Chairs and Board
* Chief Executive
* managers
* individual staff members or groups of staff

**Providing development and training opportunities**

We will always be fair.

We want all staff to learn and develop.

We cannot always say yes to requests for training.

We need to set priorities based on:

* organisational needs
* available time
* available money

If we turn down a training request, you can use the grievance procedure.

**Checking if training is making a difference**

During appraisal, managers will:

* find out if the training is helping the person’s work
* agree how the person can share their learning with others

This will be written on a form.

The Chief Executive will look at the forms to see if training is making a difference.

The Chief Executive will give a training report to the Board for each quarter.

Every year, the Chief Executive will give a report to the Board about staff training.