

Staff Development Policy

Policy Review Committee

Chairman **Mike Burrows**

Secretary **Tracey Crutchley**

Section 1 – Introduction

This policy concerns the implications of the Staff Development Policy as it applies to Windmill Hill Community Forum Ltd trustees, employees and volunteers.

Access

Forum trustees, employees and volunteers are made aware of the existence of this policy and have open access to it:

- On paper in a folder in the Telematics Centre
- Electronically on the Forum website at www.whcf.org.uk/policies

This policy is reviewed annually and may be revised in response to feedback from Forum personnel and external organisations.

Section 2 – Policy Statement

The Windmill Hill Community Forum and Telematics Centre require that all Trustees, Staff, Tutors and Volunteers be appropriately trained to carry out their allotted tasks. The Forum also aims to refine, develop and strengthen the skills and abilities required of our personnel in the performance of their current and future duties, in order to promote job satisfaction and personal career expectations.

Training and Staff development activities may take the form of any of the following:

- in-service training
- conference attendance
- attending internal and external short courses
- advanced study
- Internet research
- team development activities

Section 3 – Implementation

Individual personnel will be interviewed on taking up their post and at least once per year after that to review their development and training needs by either the Chairman, or the Telematics Centre Manager. The person's situation and expectations will be discussed and agreed during the interview and minutes of the interview will be taken.

The Forum Trustees will meet once a year to review the staff development and training program.

Author: Nick Walton

Date: 15 January 2008

Revised by Mike Burrows

Date: 18 March 2009