

STUART MAHER LIMITED

TRAINING POLICY



It is the policy of Stuart Maher Limited to ensure that training opportunities are in place to enable its employees to acquire the competencies (skills, knowledge, experience and personal attributes) required to carry out their work effectively and to develop their own careers.

This policy applies to all employees of Stuart Maher Limited and, through its implementation:

1. All employees will receive the training, learning and development to enable them to perform their job competently and safely, through coaching, knowledge sharing, formal training sessions or other activities as appropriate.
2. All employees will have a development plan which is reviewed during their annual performance and development reviews which will assist them in fulfilling their potential to perform to a high standard within their present job and, where appropriate, to further their future career.
3. Access to learning and development advice, guidance and opportunities will be available to all employees in a variety of ways. This will include any support required in the essential skills needed by individuals to succeed in their job roles and take full advantage of the learning opportunities available within the company.
4. As part of their own learning and development activities, employees in managerial and supervisory positions will be equipped with the skills required to assist those for whom they are responsible in identifying their own development needs and the knowledge to ensure that steps are taken to meet those needs.
5. The efficiency and effectiveness of all learning and development activities will be monitored and evaluated with a view to implementation of continuous improvements.

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