

Training and Development Policy

The Company is committed to the development of a strong and effective team and aims to achieve this by maximising the potential of each employee by translating corporate plans into complementary programmes for the development of staff at all levels.

1. The objective of the development policy is to improve the financial performance and long term growth of the Company by:-
 - (a) Improving the performance of staff by ensuring that they are clearly informed of their responsibilities, and by agreeing with them specific key objectives against which their performance will be judged.
 - (b) Identifying staff with further potential and ensuring that they receive the required development, training and experience to equip them for more senior posts within the company or its subsidiaries.
2. In all aspects of training and development policy the needs of the business will be paramount. Systems for the identification of any training and development needs will be maintained and co-ordinated by senior management.
3. The Company may require employees to undertake specific training, not identified through the formal systems, but which is considered important to the future success of the business.
4. All training and development must be approved by senior management before being undertaken.
 - (a) The Company will meet the cost of approved training with regard to any fees, accommodation and travel, incidental expenses will also be paid where applicable.
 - (b) However the Company reserves the right to seek recovery of training expenses where an employee leaves voluntarily during or within 12 months of a period of training. Deductions may be made from the employees' wages or salary or any other monies due, for all or part of the cost of any training undertaken.
5. All employees will:-
 - (a) Receive induction training, proper instruction and basic training to enable them to settle into their new environment and reach the required standards as quickly as possible.
 - (b) Receive appropriate training where promotion or transfer is involved.
6. Employees who identify training and development opportunities, which they believe will be of value to them in the performance of their duties, may forward the details to senior management for consideration.
 - (a) In all matters concerned with training and development, the Company will use the following criteria in considering if approval is to be given :-
 - The needs of the business
 - Operational requirements

Relevance to the post holder's duties

Signed: 

Position: Managing Director

For: FP McCann Ltd

Date: 6th November 2018

Review Date: 6th November 2019