



James Maxwell
Genuine 24 Hour Security Service

TRAINING & PEOPLE DEVELOPMENT POLICY

To ensure you have a productive and enjoyable career with the Company you will be provided with adequate training. You may be requested to attend company training centres.

All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake staff development and training, which is viewed as a continuous process throughout employment.

Staff development, which includes all aspects of training, is encouraged to provide:-

- higher standards of work performance
- greater understanding and appreciation of factors affecting work performance
- sharing of ideas and dissemination of good practice
- effective management and implementation of change
- encouragement of team spirit
- increased motivation and job satisfaction for the individual
- greater understanding of the business.

The Training Policy will be delivered internally or by approved company specialist training providers. Staff development and training provisions will be evaluated and reviewed to ensure that it is adequate, relevant, effective and provides value for money.

Our staff will be adequately supervised following any training to ensure their knowledge, competence and effectiveness prior to assumption of working solo.

Staff are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.

Identified strategic priorities for staff development and training, in the short to medium term are:

- Enhancing service delivery
- Development and training for teaching.
- Leadership and management development

Training records and requirements will be maintained and assessed by the Training Manager