

STAFF DEVELOPMENT/TRAINING POLICY

POLICY STATEMENT OF INTENT

We at Wishing Well Family Centre believe staff development is an integral part of the working life of each member of staff. We are committed to encouraging and enabling staff to realise their potential by providing opportunities for each member of staff to gain the knowledge, skills and experience necessary for them to enhance their contribution to meeting individual, area and organisational objectives.

All staff should have support and encouragement in meeting both the demands of their current role and in developing their future careers.

The purpose of staff development is to enable staff, individually and collectively, to enhance their capability and competence and also for the benefit of those who avail of our services.

AIMS OF THE POLICY

The aims of staff development and training -

- To support the Wishing Well in fulfilling its statutory duties as an employer and service provider.
- To assist ourselves in carrying out our mission statement and strategic plan. This means that staff development issues and plans need to be formally incorporated into the day to day running of the centre
- To enhance the quality of all aspects of provision in our setting. This means linking staff development to the priorities identified through the appraisal and personal performance processes.
- To assist in ensuring that all staff are well equipped to perform all aspects of their job as effectively as possible. This should begin with an effective induction and probation period, including regular reviews of job requirements, existing skill levels and development needs.
- To enhance job satisfaction, personal achievement and team commitment for all staff and provide for personal advancement.
- The appraisal system for all staff is a comprehensive part of all staff's development and performance.

Each member of staff has the right to receive a review of their development which gives opportunities to:

- Be supported to develop the competence and capability for which the member of staff has been employed;
- Have the opportunity to develop new competencies and capabilities relevant to the individual's employment, and which enhance their career prospects.
- On-going support, an annual review of the individual's performance and personal/professional development and identification of training needs for the future.