

FORTH HOUSING ASSOCIATION LIMITED

STAFF TRAINING PROCEDURES

Code: HR16

1.0 Introduction

1.1 The purpose of the Staff Training Procedure is to make it clear for staff the process of booking, monitoring and recording requirements for Staff training.

2.0 Staff Training

2.1 This procedure is relevant to all training, seminars and conferences, both internal and external.

3.0 Training

3.1 As part of the staff appraisal process in January/February of each year, training needs should be jointly agreed with the line manager. Staff and Committee Training Records are filed electronically on the L drive and are completed by the Corporate Services Assistant (CSA) on booking the Training Course and staff insert comments within 2 weeks of completing the course.

<L:\Staff\Human Resources\Training\Staff training summary 2019-20.xlsx>

4.0 Approval Process

4.1 Training courses & seminars should meet with either personal or strategic objectives. Approval of the training course or seminar will be via the line manager. A training request form (Appendix One) should be prepared by the staff member for approval by their line manager

4.2 The form should be signed off by the Manager confirming the reason for the training. The form will be returned to the staff member and given to the CSA to book the course and record the training. (see 3.1)

5.0 Information

- 5.1 A record of the training including the date, times, course content and course provider should be entered into the diary by the staff member attending the course.

6.0 Booking Courses

- 6.1 The CSA will make the booking and will e-mail a copy of the confirmation of booking to the staff member.

7.0 Follow Up

- 7.1 The evaluation of the course should be completed under comments on the spreadsheet within 2 weeks of the staff member attending the training course. It is the responsibility of each staff member to add comments.

TRAINING REQUEST/ASSESSMENT FORM
Appendix One

Staff wishing to undertake specific training are required to complete section 1 of this form at an early stage and pass it to their line manager for consideration.

The line manager will return the form with section 2 completed and the staff member should then act as indicated.

Following the completion of a training event the staff member will complete section 3 and pass the form to the line manager for review. **The staff member will within 2 weeks of the course insert comments into the Staff Training Summary Spreadsheet. (See 3.1)**

TRAINING REQUEST

Name: _____ Position: _____

Training requested (attach details of any specific event): _____

Costs:

Event fee _____

Travel costs _____

Time involved _____

What do you hope will be the benefits of undertaking this training?: _____

LINE MANAGERS DECISION

Request agreed _____
(Pass to CSA for booking)*

Request refused _____
(See line manager for discussion)

Reason for decision: _____

* Upon booking the CSA will return the form to the staff member undergoing training

POST TRAINING ASSESSMENT

(To be completed as soon after training as possible & returned to line manager)

How would you rate the training overall?

Excellent _____ Good _____ Average _____ Poor _____ Disaster _____

Comment: _____

What benefits to you and the organisation have you identified? _____

Have you identified any further training needs? _____

(Use additional sheets for any further comments)