



Training & Development Policy

Diligent Developments Ltd Limited is trading as Diligent Developments Ltd
Company Number – 5323384
Registered Office – Office 6, 78-88 Bensham Grove, Thornton Heath, CR7 8DB



Our Training and Development Policy

Diligent Developments Ltd recognise that the training and development of its' employees is crucial in order to maximise their efficiency at work and the potential of the Company to meet future business needs. 'Lifelong Learning' is therefore a fundamental principle of its Training and Development Policy.

Diligent Developments Ltd is committed, within budgetary constraints, to provide all it's staff with appropriate training and development opportunities that enables them to acquire the skills and competencies needed to conduct their work to a high standard as well as for their own development.

Diligent Developments Ltd will identify staff training and development needs in the light of, for example, statutory requirements, necessary standards of competence, innovation, and personal aspirations, set annual priorities in the light of these needs and produce annual costed training and development plans to ensure that these priorities are addressed. A record of the training received by each member of staff will be logged on their file.

Diligent Developments Ltd recognises that, for it's training policy to be effective, management will be required to give staff constructive, honest and timely appraisals of their performance, taking into account both the goals of the company and the aspirations of the individual.

Diligent Developments Ltd also recognises that, for its training policy to be effective, staff must take responsibility for their own development. In addition to undertaking mandatory training required by law, they are expected to avail themselves of the opportunities provided and to make use of training and development to enable them to respond flexibly to a changing work environment.

This policy is reviewed for continuing adequacy and suitability at management review.



(Director)

..

Date: 10 Dec 2011