

**Training and Development**

Innov8 Sportz C.I.C will aim to ensure the training and development needs of all staff are monitored and appropriate access to training given to ensure their training needs are met. These needs should relate, in the first instance, to those appropriate to the employee’s role but should also be used to support the employee’s career development in the longer term.

**Innov8 Sportz C.I.C aims to ensure that:**

Relevant training needs and training available to maintain and enhance professional competence is identified;

• staff identify their own development needs

• Managers can contribute by training needs being regularly discussed and reviewed in Appraisals

• essential skills and knowledge needs are addressed

Innov8 Sportz C.I.C are committed to ensuring that all staff receive appropriate training and that the skills and knowledge gained is disseminated throughout the organisation.

**Training needs will be identified by the following means:**

• Training needs of new employees will be assessed at and as part of the Induction and a plan of action for that training will be agreed and implemented.

• Training needs (and specifically gaps in knowledge and skills which affect performance, identified either by the employee or Manager in the course of daily work) will be discussed at Appraisals

• Discussion of longer-term training needs will be included in Appraisals.

• The Innov8 Sportz Management Team will be responsible for identifying relevant changes in legislation and good practice and for ensuring staff remain up to date.

Specialist assistance will also be engaged, as necessary. A variety of training methods may be used, including in-house sessions, undertaking research, distance learning packages and shadowing sessions, as well as external courses.

Managers will draw up a Training and Development Plan for each individual employee, initially after the Induction period and thereafter following the annual Appraisal. This should include:

• Training needs being identified

• Reason for proposed training, and person recommending it

• Training identified and booked

• And at the completion of the training it is essential that there is an evaluation completed within an agreed time after the training – how did it meet training need, how will it support your work

Training plans will include plans to address any gaps / weaknesses in the skills and knowledge required from the job description.

The plan will also record training undertaken in previous roles. After attending any training, staff must update the training record. It is expected that this knowledge will be passed on to other members of staff.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 31/8/2012, was reviewed 11 November 2013 and again in August 2015 and is due for further review August 2016. Reviewed September 2016 due for further review September 2017. Signed:**