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The Queen's Award for  
Voluntary Service  
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## Staff Development Policy



Foresight recognises that its most important single resource is the quality of its staff and is committed to the development of this key resource. Foresight recognise that learning is an integral part of the organisation's strategic planning so that all members of staff can perform their individual jobs effectively and in doing so ensure that the organisation meets its' strategic objectives.



### Definition



Foresight recognises staff development in the widest sense to include mentoring and individual learning.



### Purpose

Foresight recognises Staff Development has five key purposes:



- To enable staff to make a full contribution to the work of their organisation
- Provide a working environment where continuous learning and development take place
- To ensure that employees are supported and enabled to meet the changing demands of the organisation and its service users and volunteers
- To ensure that the organisation achieves its strategic objectives
- To facilitate employee development at work and/or personal development through assisting employees to broaden, deepen and thereby further enhance their existing skill base and achieve their potential.



### Statement of Intent

Each member of staff will have a job description, which sets out what is expected of them in their post.



The quarterly review and annual appraisal process will enable each member of staff to discuss their achievements, performance, development needs and career aspirations.



## **Equal Opportunities**

The organisation is committed to ensuring equality of learning opportunity, hence no employee will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities.

## **Recruitment and Selection**

To sustain and strengthen Foresights role in the community it must recruit and retain the best available staff with the right skills and provide an environment in which those staff can develop continually. Staff development events will support this activity in partnership with those responsible for recruitment.

## **Review and Appraisal**

Foresight recognises the importance of reviews and appraisals to the realisation of its goals and those of individual members of staff. It therefore requires all staff to be reviewed and appraised in accordance with agreed procedures.

## **Roles & Responsibilities**

Foresight recognises that the development of its staff is an essential component of meeting its vision and expects all staff as an indicative target, to spend at least 2 percent of this time taking part in some form of staff development. The driver for staff development will always be needed, not time allocation, to enable staff to feel confident in the duties they perform. Foresight will support initiatives to encourage underrepresented groups to take part in staff development opportunities. All staff development events will be conducted within the framework of Foresight's Equality and Diversity Policies.

## **Employees**

Our employee development is most effective when the individual employee takes responsibility for identifying any opportunities for self-development which will enhance work performance through increased skills and knowledge. We expect all employees to also take a proactive approach to furthering organisational wide learning and development, through the support and supervision and appraisal process. Employees are also responsible for maintaining their own training record, which will also lend itself to identifying and supporting continuous professional development.

## **Line Managers**

Line managers are responsible for assisting staff to develop their learning and development to ensure that they review these with staff on a regular basis during support and supervision sessions. Line managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone training and development. Line managers will seek feedback on internal and external training programmes, including their quality and cost effectiveness. Line managers should ensure that employees implement the skills that they have gained through training.

## **Routes to Learning & Development**

Options for learning & development may include:

- On the job learning including learning from other members of staff via job shadowing, mentoring, in house skill sharing, staff away days etc.
- Setting up job development opportunities such as public speaking, in house presentations at team meetings
- Attending internal learning groups or events
- Attending internal or external training days/ workshops
- Attending conferences and forums
- Attending staff team meetings
- An external course of study
- Attending web based e-learning

This information is also available in other formats, languages and picture format upon request.