



TRAINING & DEVELOPMENT POLICY

Loyal Security Limited believes the employees of an organisation are its greatest asset and fundamental to its success. Helping employees to develop is therefore crucial to the achievement of the organisational goals. All training practices and procedures should support individual employees to strive to achieve these goals. In this way training is an investment in the performance of individuals and the organisation.

TRAINING PLAN

A central figure in the Company's training policy is that people can make the difference to the performance of the organisation. In order to ensure that training activities provide the Company with what it needs, a planned approach needs to be taken; this should be a detailed plan, in both the long and short term, of what the training is designed to achieve over a given period of time. The plan should reconcile each individual's training needs with the resources available for training and the likely cost. It should also detail the benefits, which will be derived from the training and the ways in which its success will be evaluated.

TRAINING OBJECTIVES

Each training event should be designed to achieve a specific purpose, which is stated as a set of training objectives. If a training objective is written specifically it will help the training achieve its purpose. It should include a clear description of the knowledge, skills and abilities, which the training is designed to impart, and the standard of the performance required which will verify their acquisition. Training objectives will have been written before the event will act as evidence of its effectiveness afterwards

A handwritten signature in blue ink, appearing to read "S. [unclear]".

Managing Director

*Date Reviewed: 04/08/2015
Next Review Date: 03/08/2016*