

TRAINING & DEVELOPMENT POLICY

As a Company we recognise that our strength is in our people and as such we value and appreciate the importance of all development opportunities; we ensure that a variety of training is made available to staff in order for them to develop both in their role within the company and as individuals. We strive for continuous improvement in all areas and as a result the business is conducted according to the following principles:

- All staff are encouraged to take part in all relevant, suitable training activities in order to ensure their continued development
- All Line Managers are encouraged to take an active involvement in the coaching and mentoring of staff in order that development is planned and monitored and its progress tracked
- All training and development is given priority according to the needs and skills of the individual and the effect that this training offers to their performance and their role within the company
- Staff are all actively involved in the appraisal process and are encouraged to provide honest feedback in order that staff reviews are fair and balanced

We would confirm that as part of our ongoing and continued, commitment to staff development and our Investors in People accreditation, as well as for ISO 9001 and 14001, the training requirements of all staff are incorporated within our Company.

Company Appraisal Plan

As part of the Company Appraisal Plan, all new starters are issued with a set of Key Outputs on commencement of their employment. Key Outputs give a clear description of the individual's role and of the responsibilities associated with it. Managers spend time with new staff assessing their ability and actively encouraging them to participate in any training that may assist them in carrying out their Key Outputs and that may ultimately improve their performance.

In addition to this, as part of an ongoing monitoring process, regular monthly Key Output & PDP Review meetings are held by Managers in order to regularly monitor the progress of their staff and discuss any training needs, whilst encouraging development.

The Company Appraisal Plan ensures that all employees receive one appraisal during the course of each year in order to assess their performance and track their development.

Staff Inductions

All new staff participate in a detailed Staff Induction programme, tailored to their individual needs. This gives them a thorough introduction to the company and to all relevant systems and procedures.

The Induction process ensures that individual training requirements for new staff are assessed on commencement and reviewed, in conjunction with their Manager, over the course of the next few weeks.

Follow up meetings are held by the Manager with all relevant aims and objectives recorded onto the individual's PDP and reviewed and monitored as part of the Company Appraisal process detailed above.

Barbara Zanasi
Avantgarde Tiling Ltd
Managing Director

20th January 2023

