

TRAINING POLICY

1. Introduction

1.1. Dunlop & District Community Company offers training and job development to all volunteers with the aim to maintain a stable, well-motivated workforce with a high level of team work and relevant skills.

1.2. Our focus on the provision and maintenance of services to the highest standard requires an active commitment to the provision of training. On the job training and internal/external training is delivered as soon as any such need arises.

2. Induction

2.1. All new volunteers are introduced to the values and policies of Dunlop & District Community Company. Induction training includes the history and background of the group. Training will also be given on job specific requirements and any technical or IT training needed in relation to the individual's role in the organisation. Health, hygiene and safety procedures will also be covered.

3. Personal Development

3.1. In addition to providing training to meet identified community needs, training and development that balances the benefits to Dunlop & District Community Company and benefits to the individual may also be identified.

3.2. Most training activities will be concerned with the specific skills and abilities which people need to carry out their jobs and are justified primarily by the benefits they bring to the group.

3.3. In determining resources for personal development activities, the benefits to and responsibilities of both parties will be clearly defined.

4. Evaluation

4.1. All volunteers will be given an opportunity to review their contribution to the Company every 12 months.

4.2. The review will include a discussion with a member of the Management Committee and will provide an opportunity to evaluate past performance, set new objectives and assess future training needs.

4.3. Where appropriate, the Management Committee will offer support with coaching and training in line with the group and member needs.