

# Staff Training and Development Policy

Enterprise Europe Ltd aims to provide a mental and physical environment in which all members of staff reach their potential.

Following from this, Enterprise Europe Ltd is committed, within budgetary constraints, to providing all its staff with appropriate training, developmental and educational opportunities that will enable them to acquire the skills and competencies that are needed by their position and for their own development. Equality of access to training and Enterprise Europe Ltd commitment to life-long learning are seen as fundamental principles of the policy.

In order to achieve these aims, Enterprise Europe Ltd undertakes to:

1. Identify staff training and development needs in the light of, for example, statutory requirements, necessary standards of competence, innovation, and personal aspirations;
2. Set annual priorities in the light of these needs, given budgetary constraints;
3. Produce annual costed training and development plans to ensure that these priorities are addressed;
4. Provide appropriate and high-quality induction, training and development programmes for all staff groups, which may be delivered within departments or externally;
5. Ensure that all staff are informed of these;
6. Monitor and evaluate the effectiveness of induction, training and development programmes with a view to continued improvement;
7. Keep a record of the training received by each member of staff.

Enterprise Europe Ltd recognises that, for its training policy to be effective, those in managerial or supervisory positions must be held accountable for giving their staff constructive, honest and timely appraisals of their performance, and for developing plans for improvement, which should take into account both the goals of the institution and the relevant aspirations of the individual. Heads of departments, centres and sections need training to undertake these roles.

Enterprise Europe Ltd also recognises that, for its training policy to be effective, staff must take responsibility for their own development. In addition to undertaking mandatory training required by law, they are expected to avail themselves of the opportunities provided and to make use of training and development to enable them to respond flexibly to change.

Staff training and development is the responsibility of the Managing Director.