



Subject /

# Staff Training Policy



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This policy statement relates to the training and development of all staff employed by Arnold Jones Associates Design.

Staff development refers to the development of the individual's potential and career in terms of knowledge, skills, personal abilities, competencies and understanding to embrace a wide range of learning experiences, both within and outside the workplace, and is a continuing process that can help individuals to:

- Extend their range of performance
- Identify and develop their potential
- Respond positively to change, uncertainty and conflict
- Increase their job satisfaction
- Improve their self-confidence, motivation and initiative.

Staff development can take place on-job or off-job. On-job development includes learning through the experience of doing the job; reflecting on that experience; discussing it with a manager, mentor, coach, colleagues; receiving feedback on performance; reviewing and evaluating performance. Off-job development can include participation in courses or conferences, undertaking a qualification,. Staff development thus helps to create high-performing, skilled and effective staff.

Staff development is the joint responsibility of:

- The individual member of staff
- The line manager

Individual staff have a responsibility to keep themselves informed about developments in their own field or area of work. They should give thought to their own training and development needs and career aspirations and be prepared to devote time and energy to meeting those needs. Arnold Jones have a responsibility to ensure that mechanisms are in place to facilitate the continuing professional development of all staff.

#### Induction

Individual professional development should begin with a programme of initial induction to the Arnold Jones Associates Design with key members of staff. On appointment every new member of staff is assigned an adviser their role is to take a professional interest in the development of the new member of staff, having regular discussions with the member and conducting the annual probation review.

### Annual Staff Reviews

The purpose of the Review is to provide an opportunity, firstly to look back at the contribution that has been made by an individual, and then to look forward and make plans for the coming twelve months.

The review aims to support and develop staff to achieve both career development objectives and performance improvements which are consistent with current and future development.