

Instaspace Training Policy

Instaspace Ltd is committed to ensuring that all staff and employees have access to learning, development and training which enables them to be suitably knowledgeable and skilled to carry out their role within the business and to develop their talents in ways that fit the businesses development to meet its objectives.

We aim to:

1. Ensure employees are supported to enable them to meet the changing demands of the business.
2. To facilitate employees in the development within the company through assisting them to broaden and further enhance their existing skill base.
3. Provide a working environment where continuous learning and development can take place that help staff gain more enjoyment from their roles, increase motivation and enhance staff retention.

Instaspace Ltd believes that employee development is most effective when the individual employee takes responsibility for identifying any opportunities for staff development which will enhance work performance through increased skills and knowledge.

Learning needs and opportunities will also be identified through the support, supervision and appraisal process and through internal assessments to meet the business needs. We expect all employees to also take a proactive approach to furthering organisational wide learning and development.

Induction:

All employees will be given a timely programme of inductions including introduction to all policies for the business (including Health & Safety). This is an essential part of staff learning and development and integration into the working environment.

Instaspace Ltd believes training provides opportunity to build on strengths and addresses areas which require support thereby enhancing the potential skill base of the individual employee.

Signed: 

Date 16/11/2016