Personal Development Policy and Procedures

HiFlex Physio

Policy

HiFlex Physio recognises that the training and development of its team is the key to the continual success of the organisation. It is the policy of HiFlex Physio to ensure that as far as it is practicable, adequate resources are available to provide a continuous programme of training for all staff. In return all HiFlex Physio staff should recognise the need to develop and update skills and knowledge on a continuous basis and undergo training with a positive and flexible outlook.

The aim of this policy is to ensure that all employees plan the training and development that isrequired to equip them with the knowledge, skills and attitudes necessary to meet both current job objectives and future development needs. This policy will ensure that training is planned and delivered to meet high standards of quality.

Principles of Personal Development

1. It should be continuous because professionals should always be seeking to improve performance

2. It should be owned and managed by the individual learner

3. It should be driven by the individual learner's current state of development

4. It should have clear learning objectives that aim to satisfy individual and organisational needs

5. It should be an essential part of professional life.

Benefits of Personal Development

- Provides a template and a way of thinking to manage your own self-development needs.
- Enables you to become a better learner – developing reflection skills for now and in the future at work.
- Enables effective transfer of ideas from courses to workplace.
- Helps with career advancement/development by compiling a list of achievements.

Procedure

Personal development should be divided into personal development plans and training and development records: the former indicating what is intended over the next year and the latter comprising a record of what has been achieved.

A Personal Development Plan identifying the training requirements of individual staff members should be prepared yearly by all staff in consultation with their manager. A copy of the Training and Development Record template can be located on the Intranet under the Document tab. Personal Training and Development records may be accessed under the People tab.

A **Personal Development Plan** identifying the training requirements of individual staff members should be prepared yearly by all staff in consultation with their manager. A copy of the Training and **Development Record template** can be located on the Intranet under the Document tab. Personal Training and Development records may be accessed under the People tab.'

As well as establishing needs, PDP's allow both employee and Centre manager to agree on the overall purpose and objectives for the training, linked to the business plan, agree on the best method and agree on target dates for completion and review. This should be reviewed and if necessary, updated at regular intervals throughout the year. A summary of Personal Development Planning can be found on the Intranet under the Policy tab.

As part of the organisation's workforce strategy, all staff members will undergo in-house coaching at least once. All staff will have an individual Training and Development Record generated on employment. On completion of a training course whether it is internal or external or practical experience gained through current job, attendance at a conference or any other training activity the training record must be updated by Human Resources.

Copies of any certificates obtained while attending courses, conferences or further education programmes will be included along with the training record.

When a member of staff is approved to undertake HiFlex Physio sponsored staff development activities it is assumed that they accept the conditions for such sponsorship detailed under the Evaluation section following. A record must be kept of the development undertaken and any financial support approved. The application is the responsibility of the individual and their Manager and that any relevant documentation is forwarded to Human Resource for insertion in the individual's personal file.

The Human Resource Department will maintain records of all activities, attendances, and expenditure on centrally funded staff development activities.

Appraisal

The appraisal process is the formal opportunity for staff to discuss their performance with their managers and for managers to identify any areas where improvement may be required. It is also the mechanism to record training and development needs on individual Personal Development Plans. All staff will be appraised on an annual basis in Centre with the current appraisal system.

Personal and Managerial Skills

A range of training courses will be made available each year and are available for all staff to attend. These include training courses on:

- Customer Care
- Interpersonal Skills
- Stress Management

These training courses will provide staff with the support needed to develop and enhance skills whether as an individual or as a manager and improve work performance.

External providers will be engaged for the development of fitness skills and activities and instructors are encouraged to bring suitable programmes to the attention of Management.

Application for any of the courses should be made to Human Resources and should be supported by the individual's Centre manager.

Further Education

As part of the Personal Development Planning process a development need may be highlighted that would be best met through participation in an external course of study. In these cases, staff, via their Centre managers, will be encouraged to submit a case for sponsored education to their Centre Manager. The benefits to HiFlex Physio and the individual must be clearly demonstrated.

Evaluating Personal Development

HiFlex Physio staff and Centre managers should always be able to identify how performance has improved after any training or development activity, whether it is an internal or external training course or practical experience gained through current job, attendance at a conference or seminar. The evaluation should focus on:

- Learning Outcomes allows the evaluation of whether the employee's training has met the objectives identified in Personal Development Plans
- Performance Outcomes as outlined in Performance Appraisal Plans which will be evaluated by Centre Manager as part of the annual appraisal process. This helps with the evaluation of whether the employee has successfully applied what they have learned to their tasks.

A post training activity interview between Centre manager and staff should be conducted to discuss the above and highlight if there is any further help/support and or training required to implement the learning.

- **Centre manager(s):** It is part of a managers remit to train and develop his or her staff and they will be able to advise on completion of a successful personal development plan.
- **Human Resource Manager:** Can offer advice and guidance regarding appropriate learning methods and available courses.

This Policy may be amended by HiFlex Physio at any time to take into account changes in legislation and best practice.