



Training & Development Policy

Policy and Procedure

Introduction & Context

One of the guiding principles of Stanian Limited is that of quality of the people who manage and deliver the services we offer is the most important factor of all. Therefore the training and development of all stakeholders is paramount for the success of the organisation.

We are committed to staff development through our life long learning program.

We use the good practice included in the Investors in People standard as a framework for commitment, planning, action and evaluation and also the Competency based Development framework for consultants embodied in the Institute of Business Consultancy Management Consultancy accreditation.

We are committed to supporting the communication with and development of, all stakeholders in the following ways:

Employees:

Employees are communicated with formally and informally on a regular basis, and have open access to all information relevant to their roles.

An appraisal interview is conducted once a year with a half-yearly review. This is an opportunity for a two-way discussion between the employee and the manager with the following objectives:

- Review the job description and agree any amendments;
- Review performance over the previous year;
- Ensure that agreed learning needs were met;
- Set objectives for following year;
- Agree learning needs, and other support requirements, for the following year, and methods of meeting them.

Learning will take many forms, and can include sharing skills with other employees, shadowing, self-study, formal courses and other methods. Learning outcomes and evaluation will be agreed at the appraisal. Other learning opportunities which arise during the year will also be explored.

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Associate Consultants:

Associate Consultants are based across the UK, and so communication takes various forms, including regular update emails, hard copy literature (such as newsletters, brochures, policies etc.) posted as soon as it becomes available, telephone contact and face to face meetings, individually and in groups.

Associate Consultants are responsible for their own training and development, and are required to provide evidence of Continuous Professional Development during the approval process. However, opportunities for developing Associates further (including offering places at conferences etc.) are explored whenever possible.