

## **STAFF DEVELOPMENT POLICY AND PROCEDURES**

### **1. Policy**

- 1.1 All training opportunities for Staff and Volunteers will be to enhance the quality and quantity of the provisions and operations of Reality, in line with the Statement of Aims and Values and the Policy on Quality Assurance.

### **2. Procedures**

- 2.1 Reality recognises that there are many and varied opportunities for staff and volunteers to receive training which may be of some benefit to the individual's personal development, their role within the organisation or for the benefit of the organisation per se. Such opportunities to attend seminars, workshops, conferences or other forms of training may be requested by a member of staff or volunteer or may be suggested to a staff member or volunteer, to or by the Project Manager. These may include in-house training opportunities.
- 2.2 As set out in the Employee Handbook, there is a procedure for an annual appraisal of staff for the purposes of agreeing personal aims and objectives and to agree any requested training, with a 6 monthly review to monitor progress and identify any issues. This will normally be carried out by the Chairman, delegated Trustee(s) or Project Manager as appropriate.