



STAFF TRAINING AND DEVELOPMENT POLICY

Email : mhrmyanmar@gmail.com

www.mhrinstitute.org

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1. Purpose

MHR Institute recognises the importance of training and developing its staff and understands that its employees are key to its success as a teaching Institute. It, therefore, encourages its staff to be continually improving their skills and abilities both through on-the-job and off-the-job training. MHR acknowledges that training and development of staff provides benefits both to its employees in terms of their overall career and prospects for advancement within the Institute, as well as being central to the success as an Institute. This policy sets out what MHR may offer employees through training and development opportunities aimed at promoting the growth of individuals, teams and achieving success for the Institute.

2. Scope

This Policy applies to all employees of MHR Institute. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

3. Training

MHR may require you to undertake specific training related to your current position, or as a prerequisite for performing a different position, for example if you are promoted to a higher position. Any such training may be carried out either at MHR's premises or by an external provider. Training opportunities may also arise as part of your performance review. MHR encourages employees to propose suggestions for employment-related training to assist their development. You are required to have the permission of MHR prior to either signing up, or attending, a training course. If you fail to obtain permission, MHR in its discretion may decide to not reimburse you for any course fees you have paid or discipline you for any time you have taken off work without authorisation (up to and including termination of employment).

4. Staff Development

Individual staff training and development needs should be discussed during MHR's staff development review process. The review process is designed to:

- encourage constructive dialogue between staff members and their supervisors;
- enhance the staff member's professional development;
- clarify job responsibilities and performance goals/expectations;
- establish appropriate development and performance objectives;
- help staff identify a possible career path for themselves;
- identify ways in which MHR might enable individuals to improve their performance;
- ensure that information on job performance and achievements is recorded in each staff member's employment history; and
- provide a basis for decisions on remuneration.

5. What MHR Offers

MHR may offer any of the following opportunities for staff development:

- various degrees of support as you develop the competence and capability for which you have been employed;
- the opportunity to develop new competencies and capabilities relevant to your employment with MHR, and which enhances your career prospects and lifelong learning both within and outside MHR;
- to participate in MHR's staff development review process with your line manager, including identifying opportunities for ongoing training and/or support, an annual review of your previous development programs and identification of plans for the future; and
- an exit interview when you leave MHR, so that your comments may be incorporated into the development programs of other members of staff.

6. What MHR Expects from You

MHR expects that you will:

- develop your skills and capabilities which are aligned to MHR's strategy at the appropriate level, e.g. team or individual;
- participate in staff development review process in partnership with your line manager, including an annual review of your past development and identification of future plans;
- take personal responsibility to update your specific expertise on a regular basis, as appropriate to the nature of your job;
- contribute to team staff development where appropriate; and
- keep a record of your staff development activity.