




Agenzija
zghazagh

**Staff Training
and Development
Policy**


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**Staff Training and
Development Policy**

This policy was developed in 2017
Updated in 2020



Purpose

The policy's primary purpose is the enhancement and enrichment of each member of staff through organisation, job and personal development. The policy seeks to provide learning opportunities for all staff so that by performing their individual jobs effectively, they can contribute to Ağenzija Žghažagh (AŽ) vision and mission.

Aims

The staff development and training policy aims to enable staff to gain increased satisfaction from work within AŽ and to develop the individual careers through enhanced qualifications. The policy aims to help staff develop the skills, knowledge and attitudes necessary to make a more effective contribution to AŽ's work and thereby to ensure a co-ordinated approach to the achievement of AŽ's mission, and the promotion of its work.

Objectives

1. To provide a comprehensive induction procedure for new staff.
2. To develop, maintain and monitor structures and systems providing management, support and evaluation for all staff.
3. To maintain staff development and training records for each member of staff.
4. To evaluate the impact of development and training on the individual's work and ultimately the performance of the organisation.

Roles and Responsibilities

The responsibility for and central co-ordination of staff development and training rests with the Chief Executive Officer and the Head of Corporate Services, who will ensure:

1. The maintenance of confidentiality (with access to an employee's staff development and training record being available only to that individual and the appropriate line manager).

2. A co-ordinated and organisation wide overview of and approach to staff development and training.
3. The effective implementation of staff development and training.

The Chief Executive will:

1. Ensure appropriate training for each Manager to enable such delegation.
2. Assume direct responsibility for the staff development and training needs of managers.
3. Delegate responsibility to Head of Corporate services for implementing staff development training and evaluating the impact of staff development and training.

Responsibility for the induction of new staff to AŽ and for supervising their introduction to their job responsibilities will rest with:

1. The Head of Corporate Services;
2. The Chief Executive in the case of newly appointed Managers.

There are no exclusions to the type of training AŽ is prepared to offer. No individual will be excluded from training on the grounds of gender, marital or family status, religious belief or political opinion, disability, race or ethnic origin, nationality, sexual orientation or age, or any other criteria which could be deemed to be discriminatory or divisive. Training provision in AŽ may arise from needs identified by the management team and the staff itself through a training analysis needs assessment executed every two years.

The 2 year training action plan arising from the identification of staff development and training needs will normally be agreed between the individual member of staff concerned, the Head of Corporate Services and their immediate line manager.

Evaluation

Evaluation of staff development and training is the responsibility of the Head of Corporate services. Supervision should be used as an opportunity to review the development and training that has taken place and evaluate how useful it has been, how it has impacted on the individual's work and how the learning could be shared with the others in the organisation. The evaluation should be recorded using the evaluation sheets as per Appendix 1 and 2. These forms should then be returned to the Head of Corporate Services who will monitor the overall effectiveness of staff development and training, and facilitate the sharing of learning with others in the organisation when necessary.

Name:	
Aim of Training	

1. How do you rate the training?

2. What did you like most about this training?

3. How do you hope to change your practice as a result of this training?

4. How can you share what you have learnt from others?

5. Other comments

Training Title

Please rate your level of agreement with each of the following statements. **5** is the highest level of agreement.

Course	5	4	3	2	1
• How do you rate this training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did the course content meet your expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How did you experience the speed or rate at which the training was presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can you practically apply the course material to your daily work situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How will the course affect your ability to perform your job from now on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How would you rate the focus and structure of the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Process of Training					
• Training received was adequate for my position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Instructional methods used during mentoring were effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provided training materials were clearly and accurately written?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• I received a enough resources/materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mentoring was provided in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How do you hope to change your practice after this training?					
Comment:					

Structure of Training

• The usefulness of the information received in training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The structure of the training session(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The pace of the training session(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The convenience of the training schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The usefulness of the training materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Was this training appropriate for your level of experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

About Trainer/Mentor

• How knowledgeable was the facilitator on the subject matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did the facilitator explain the concepts clearly and in an understandable way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How did the facilitator handle the questions that were asked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• How would you rate their facilitation skills overall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall

How do you rate the training overall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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YOUR SUGGESTIONS

Additional Comments:



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