



[London School of Executive Training]

## **Staff Development Policy & Training**

London School of Executive Training encourages staff to undertake approved courses of training. LSET provides appropriate training facilities not only for trainees but for other employees if such training would help to equip them for better performance of their duties and responsibilities within LSET.

LSET is committed to creating an environment that encourages development for all members of staff.

As an academic establishment, striving toward excellence in learning and teaching, research and the provision of high quality professional and support services, LSET wishes to ensure that opportunities are available to staff to learn and develop within their current role and in preparation for their future career development.

LSET recognises that the development of individuals with a broad range of skills and interest bring both individuals and organisational benefits and is, therefore, fully committed to providing opportunities for staff to enable them to reach their full potential in their role and supporting career development and progression.

The purpose of staff learning and development is to enable staff, individually and collectively, to enhance their knowledge, expertise and skills to enable them to fulfil their job role effectively and support progression. School encourage staff to self-reflect and identify their development requirements and aspirations.

### **Roles & Responsibilities**

- Stimulates and disseminates best practice with staff development activity.
- Monitors progress with staff development activity.
- Ensure the provision of appropriate induction programmes for staff new to LSET, those taking on increased or different responsibilities, returning after a long absence or changing job role.
- Use suitable mechanisms including observation, feedback, individual meetings and any other appropriate methods to identify the personal and professional learning and development needs and interests of staff.
- Identify their own development needs on an ongoing basis using self-reflection and feedback from their superiors and discuss the most suitable methods of addressing these needs.
- Attend development events onto which they are booked, and withdraw only in exceptional circumstances.

The overall staff development policy and its effective implementation need to be kept under review at a variety of levels and responsibility. Each member of staff is encouraged to maintain a personal development plan which details the specific development activities he/she has undertaken and incorporating relevant information on individual short and long term goals.