

Training Philosophy and Policy

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The training philosophy is a statement of a company or organization's attitude towards training. It has to define clearly the importance that is attached to training. It has to be communicated, with conviction, to every employee. If the philosophy is just a set of words without the backing of real and practical commitment, the authors of the policy will soon be 'found out' and the damage will, perhaps, be irreparable. The first paragraph of the following statement on training is a typical example of a training philosophy.

Group Education and Training Philosophy and Policies

1. We are committed to having a workforce prepared to meet current and future business objectives by providing our employees, at all levels, with appropriate education and training opportunities.
2. We are committed to defining clearly the minimum training requirements which are related to the job holder's role, responsibilities and needs, including total quality and customer satisfaction.
3. All new employees will be oriented in the philosophy, ethics, values, principles and business priorities of the company, including total quality management and induction into their own organisation, within four months of their employment.
4. Our employees will only take up new job assignments when they have completed the minimum level of training specified for that job.
5. All newly hired or first-time people managers will successfully complete specified supervisory training within four months of appointment.
6. Our managers will successfully complete functional knowledge and skills training to properly coach, inspect and reinforce the work of their employees.

Training policy

In the same way that a business policy has a goal and the means to attain the goal, a training policy should also have targets and measures.

For example, having all employees oriented to the company's philosophy, ethics, values, principles and business priorities is a goal. Having new employees attend induction and quality training within three months of joining the company is the measure that will achieve the goal.

Following the principles of policy deployment, these measures now become the goals of the new employees' managers and of the training department. The managers will have to provide the means for releasing new employees for training within three months. The training department has to take measures to ensure the availability of training.

Also see:

[Training Book List](#)

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