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|  | **ADVANTAGE PROFESSIONAL SERVICES INC.****EXECUTIVE SEARCH & Business SOLUTIONS*****Specializing In The Energy Industry*** **recruitment  ABORIGINAL RELATIONS** **GOVERNANCE  RISK & Regulatory** |

Employee Training Development Policy Sample

**Overview & Directions:**

Advantage Professional is pleased to provide a Sample Employment Training Development policy. Use this sample to build a policy that best-fits your own business environment. **Employee training development** objectives need to be set annually and reviewed regularly. Build a business that revolves around a learning culture.

Once the employee has completed the training and/or education program, record the information in their personnel file. Record in annual testing or ongoing professional development is required to keep their accreditation or certification. Ensure ample notification is given to the employee to meet this requirement.

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**National Rental Inc. March 31, 2016**

**Corporate Policy No: CP1-011 Issue 1**

**Staff Development Policy**

**Purpose:**

In alignment with our organizational values of innovation and excellence, management provides continuous support of personal and professional goals. Annually our CFO establishes an annual Training and Development Plan and Budget to meet the growing demand in industry specific knowledge, technology and subject matter expertise to ensure our organization remains competitive in the market place and supports the well being and professional development of our employees.

 Functional managers identify, with input from employees, opportunities for individuals to attend conferences, meetings or training sessions that will result in the acquirement of the knowledge and skills identified in the Plan. Employees may also request to attend conferences, meetings or training sessions that will further their personal career development .

Succession planning and career pathing within our organization remains a top priority for our management team and board of directors.

 **To be considered for additional coaching and education**:

* There must be a need for the skills as outlined in our Training and Development Plan;
* The person to receive the education must have the minimum qualifications skills, abilities, knowledge and/or experience that are necessary;
* If internal training, there must be available internal resources to do the education (e.g. a trained trainer who has the time available).
* If external training, there must be appropriate education facilities for the development.

**Corporate Reimbursement Policy:**

* If an employee wishes the company to pay for development courses or programs, he or she needs to put the request in writing and ask for approval before enrollment.
* If approved (not all education and development will be approved depending on company’s need and training budget), the employee will be required to pay half of the cost upfront. and will be reimbursed upon successful completion.
* If the employee does not pass the course or drops out during the course, the employee will be required to reimburse the company for their investment.
* For company-paid programs, the employee must be prepared to invest the time and energy to pass the course.
* All programs that require pass/fail or other marks to pass will not be paid by the Company unless the request for reimbursement is accompanied by proof of passing the course.

On behalf of management we encourage all learning opportunities both internal and external to enhance our employees long term personal goals and objectives.

Signature of President

