



## **Staff Development Policy**

### **1. Purpose of the Policy**

The purpose of this **Staff Development Policy** is to establish a framework that ensures all staff members at DOMINO are equipped with the necessary knowledge, skills, and competencies to perform their roles effectively and contribute to the institution's mission and objectives. This policy outlines how the institution will support staff development through training, professional development opportunities, and career growth initiatives.

### **2. Scope**

This policy applies to all staff members at DOMINO including:

- Academic staff (e.g., lecturers, trainers, assessors)
- Administrative and support staff
- Managers and leadership team
- Part-time, full-time, and contracted staff
- All new and existing employees of the institution

### **3. Principles of Staff Development**

DOMINO adheres to the following key principles for staff development:

- **Commitment to Continuous Improvement:** The institution is committed to providing ongoing development opportunities that enhance staff skills and performance.
- **Alignment with Strategic Goals:** Staff development programs will be aligned with the institution's strategic objectives, ensuring that the workforce is equipped to support the institution's mission and vision.
- **Personalized Development:** Development plans will be tailored to the needs of individual staff members, ensuring that their personal and professional goals are supported.
- **Access to Learning:** All staff members will have equal access to development opportunities, with a focus on providing diverse, inclusive, and accessible learning experiences.

- **Support for Career Growth:** The institution aims to nurture and support the career development of its employees, promoting internal advancement and succession planning.

#### 4. Staff Development Objectives

The objectives of the staff development program are:

- To enhance the skills, knowledge, and competencies of staff, ensuring they are equipped to meet the challenges of their roles.
- To support the professional growth of staff members through structured development programs, training, and mentoring.
- To ensure that all staff members meet the required standards for their roles and responsibilities, in line with OTHM and other regulatory body requirements.
- To foster a culture of learning and continuous improvement across the institution.
- To promote leadership development and succession planning, ensuring the institution's leadership pipeline is strong and sustainable.

#### 5. Staff Development Needs Assessment

To ensure that staff development is aligned with both individual and organizational needs, the following approaches will be used:

- **Annual Performance Reviews:** Staff members will participate in annual performance reviews, where development needs will be discussed, goals will be set, and areas for improvement will be identified.
- **Self-Assessment:** Staff will be encouraged to assess their own development needs and identify areas where they seek further training or support.
- **Feedback from Line Managers and Supervisors:** Supervisors will provide input into staff development needs based on their observations and assessments of staff performance.
- **Staff Surveys:** Periodic surveys will be conducted to gather feedback from staff on training needs, interests, and areas for improvement.
- **Institutional Strategic Goals:** The institution's strategic plan will inform the development of staff training programs, ensuring that the training initiatives support the achievement of institutional goals.

#### 6. Types of Staff Development Activities

DOMINO offers a range of staff development activities, including but not limited to:

- **Formal Training:** Workshops, seminars, and accredited courses relevant to the staff member's role and the institution's objectives.
- **Mentoring and Coaching:** One-on-one support for staff development, where senior staff or external mentors guide and coach staff to develop professionally.

- **Conferences and Professional Networking:** Opportunities for staff to attend relevant conferences, industry events, or networking sessions to enhance their knowledge and professional connections.
- **In-house Training and Workshops:** Internal training programs tailored to specific needs, delivered by internal or external experts.
- **E-Learning and Online Courses:** Access to online learning platforms and courses to allow flexible, self-paced learning for staff members.
- **Leadership and Management Development:** Training and development opportunities aimed at enhancing leadership skills for managers and those with leadership potential.
- **Cross-functional Training:** Opportunities for staff to gain knowledge and experience in areas outside their immediate roles to promote cross-departmental collaboration and improve organizational flexibility.

## 7. Funding and Support for Staff Development

DOMINO recognizes that professional development requires financial and organizational support. The following arrangements will be in place:

- **Budget Allocation:** A specific budget for staff development will be allocated each year to fund training, conferences, and other development activities.
- **Financial Assistance for External Training:** Staff may apply for financial support for external training, including subsidies or reimbursements for course fees or travel expenses for attending conferences.
- **Time off for Training:** Staff will be given reasonable time off during working hours to attend training, seminars, or courses. This will be subject to workload considerations and approval from line managers.
- **Internal Learning Resources:** Staff will have access to a range of internal resources, such as library materials, online databases, and digital platforms to support their development.

## 8. Professional Development Plans

- **Individual Development Plans (IDPs):** Every staff member will have an individualized development plan based on the outcomes of their performance review and development needs assessment. The IDP will outline the staff member's goals, the training or support required, and a timeline for achieving these goals.
- **Tracking Progress:** The progress of each staff member's development plan will be reviewed regularly by their line manager. Adjustments will be made as necessary to ensure that objectives are met.
- **Succession Planning:** Staff development programs will include opportunities for succession planning, ensuring that high-potential staff are identified and groomed for future leadership positions within the institution.

## 9. Monitoring and Evaluation

The effectiveness of staff development activities will be regularly monitored and evaluated to ensure they meet the needs of both the staff members and the institution. The following evaluation methods will be used:

- **Feedback from Participants:** Staff will be asked to provide feedback on training and development activities to assess their usefulness, relevance, and impact on their work.
- **Evaluation of Performance Improvement:** Managers will monitor the performance of staff members who have participated in training to assess whether there has been an improvement in their skills and job performance.
- **Review of Staff Retention and Career Progression:** The institution will track staff retention and career progression to evaluate the long-term impact of development activities on employee satisfaction, engagement, and career advancement.
- **Annual Review of Development Programs:** The institution will review all training and development programs annually to ensure they remain aligned with organizational goals, industry trends, and staff needs.

## 10. Equality, Diversity, and Inclusion

DOMINO is committed to promoting equality, diversity, and inclusion within its staff development programs. The institution will ensure that all development opportunities are accessible to all staff, regardless of gender, ethnicity, disability, age, or other protected characteristics. Additionally, special provisions will be made to accommodate the specific learning needs of staff with disabilities or additional support requirements.

## 11. Policy Review and Updates

This **Staff Development Policy** will be reviewed annually to ensure its effectiveness and alignment with institutional goals, OTHM guidelines, and best practices in staff development. Any changes or updates to the policy will be communicated to all staff.