



Staff Training, Development and Management Policy



This document is available in large print and other formats on request

Introduction

Fusion Health & Well Being as an employer recognises the value of its employees and their contribution to the company in the delivery of its objectives, projects, contracts, and operating activities.

It also recognises that many employees do not arrive at the company with all the skills required for working within the sector that Fusion operates within. Fusion believes in investing heavily in the training and development of all staff and providing continuous professional development and career progression.

Fusion provides a supportive line management structure to facilitate effective personnel management by utilising regular reviews that set achievable targets and identify training and development needs quickly. It also provides early detection of professional or personal issues that maybe affecting an employee's performance. The system is supportive and designed to nurture employees and facilitate the company's culture.

Employee review and appraisal system

Staff Reviews

New employees, those with less than two years service, will receive a private supportive weekly review with their identified line manager throughout the first two years of service.

The nature of the review is a regular documented meeting that enables a forum for discussions about an employee's progress, training and development needs, work performance, achievement of deadlines or work goals and other relevant topic areas.

During each review a personal action plan is developed in relation to current or future work activities and realistic timescales are agreed. Employees receive a copy of the action plan which serves as the recorded document of the meeting. A copy is stored within their personnel file.

When an employee has attained more than two years service the interval between staff reviews may be extended to a mutually agreeable timeframe. However, in all cases the interval must not exceed one month, except in extenuating circumstances, but the regularity of interval must return to at least a monthly basis as soon as practicable. In the event that such a circumstance arises it should be noted within the review with the reason for the variation.

Annual Appraisal

All employees will receive an annual appraisal review in April each year. The appraisal is a meeting between the employee and their line manager to review their work performance and progress throughout the year. It is benchmarked against their appraisal action plan and Key Performance Indicators. It also serves to review and update their training and development plan.

The employee completes an appraisal form self-assessing their own performance through out the year. This forms the basis of the appraisal meeting.

An appraisal report is provided by the line manager with recommendations to the directors. The directors then meet with each staff member to discuss their appraisal and award increments where appropriate.

Appraisal Review

All employees will receive an annual appraisal review. The appraisal review is a meeting between the employee and their line manager to review their work performance and progress against their appraisal action plan and Key Performance Indicators. It also serves to update their training and development plan. A report of the review is provided to the Trustees by the line manager.

Staff Induction and Training

All staff will undertake an induction programme with the company with suitable training for their respective job in order to maintain or update their skill set.

The company also encourages the ethos of continuous professional development and encourages staff to maintain both knowledge and practical skills either through training, conferences/seminars or through company subscriptions to trade journals and e-news.

All staff will also be able to identify for themselves training that they feel may benefit them personally or professionally. They can discuss relevant training and receive obtain authorisation from their line manger at their weekly review for all training and professional development as well as through the appraisal process.