



POL10: TRAINING

POLICY

Rev: 05

**HENLEYS MEDICAL SUPPLIES LTD.**

Brownfields  
Welwyn Garden City  
Hertfordshire  
AL7 1AN

01707 385226

[www.henleysmed.com](http://www.henleysmed.com)

## 1. Policy Statement

Henleys Medical Supplies is committed to the current and future development of all employee skills, expertise, and ability, in support of business strategy, strategic and operational plans, and the job and career aspirations of individual employees.

Henleys Medical Supplies recognises that effective staff development is not only vital to meeting the company's future goals and ambitions, but also makes an essential contribution to the development of a responsive, supportive, and well-managed family-run business.

Company policies are available electronically at all times to internal employees, and externally upon request.

## 2. Policy

### 2.1. Scope

The purpose of this policy is to set out Henleys Medical Supplies' commitment to effective training and development which benefits both the individual and the organisation as a whole.

This policy applies to all employees, irrespective of differences in terms and conditions of service, seniority levels, working patterns, and any other irrelevant distinctions. Implementation of this policy will pay due regard to our commitment to equal opportunities and diversity, as set out in Henleys Medical Supplies' Equal Opportunities and Diversity policy.

### 2.2. Responsibilities

#### 2.2.1. Directors/Senior Management

Directors and the Senior Management Team of Henleys Medical Supplies are responsible for promoting continuing learning and individual development, as well as providing the necessary space and resources for such training and development.

#### 2.2.2. Managers

Managers are responsible for taking an active part in helping staff identify their development needs, by facilitating access to development opportunities, and assessing the effectiveness and performance gain from such opportunities. Managers are also responsible for, where appropriate, providing the local infrastructure, support, and resources to enable staff to take part in development activities.

#### 2.2.3. All Employees

Individual employees are responsible for identifying areas where their work might be developed, making themselves aware and taking advantage of suitable opportunities, and applying their learning to their work.

### 2.3. Development Needs

Henleys Medical Supplies shall adopt a structured approach to identifying the development needs of individuals and particular staff groups. This will take place at various levels, reflecting a "top down" strategy, and a "bottom up" approach.

#### 2.3.1. Individual needs

These shall be identified and agreed through:

- An initial discussion as part of induction and the individual's role
- On-going discussion with staff about work performance and any changes to their work.

#### 2.3.2. Directors & Senior Management Team needs

These shall be identified and agreed through:

- Consideration of collective skills
- Regular review of the work performance for the team or department in question.

#### 2.3.3. Company-wide development

These shall be identified and agreed through:

- Consideration of the business strategic plan
- Consideration of the staff development implications of the introduction of new policies and procedures, and changing external requirements.

#### 2.4. Mandatory Staff Development Provision

- Induction/initial health & safety training
- Management development
- Equality & diversity
- Initial development programmes.

#### 2.5. Other Development Opportunities & Options

- For job-related qualifications, employees may apply for funding or part-funding to the Managing Director
- Henleys Medical Supplies holds a small budget in order for employees to apply for financial support to attend external events, one-off conferences, or seminars
- An employee may be mentored by a member of senior management if appropriate
- Line managers and supervisors are responsible for providing on-the-job training where suitable.

### 3. Review

This policy shall be maintained and reviewed by the Managing Director.



Danielle Henley, Managing Director

#### 4. Revision History

Revision	Modified by	Date	Description of Change
01	Andy Cleveland	April 2015	Initial issue.
02	Andy Cleveland	April 2016	Annual review. Mobile numbers updated.
03	Vikki Patis	April 2017	Annual review.
04	Vikki Patis	April 2018	Annual review. New format.
05	Vikki Patis	December 2020	New format.