



## **Training Policy**

### **Employee Development**

This policy statement relates to the training and development of all employees at Energys Group (comprising of Energy Conservation Solutions Ltd & Energys Group Ltd).

Employee development refers to the development of an individual's potential and career in terms of knowledge, skills, personal abilities, competencies and understanding to support the company's objectives. It embraces a wide range of learning experiences, both within and outside the workplace, and is a continuing process that can help individuals to:

- Extend their range of performance
- Identify and develop their potential
- Respond positively to change, uncertainty and conflict
- Increase their job satisfaction
- Improve their self-confidence, motivation and initiative

Employee development can take place on-the-job or off-the-job.

On-the-job development includes learning through the experience of doing the job, reflecting on that experience, discussing it with a manager, receiving feedback on performance, reviewing and evaluating performance.

Off-job development can include participation in courses, conferences or undertaking a qualification. Employee development helps to create a high-performing, skilled and effective workforce.

Employee development is the joint responsibility of

- The individual member of staff
- The line manager

### **Induction**

All employees have an induction dependent on their role and designed to introduce new staff to the Company. This includes one or more of the following:

- I.T. training (e.g. Microsoft Word & Excel)
- Health & Safety training (NatWest Mentor Live online modules)
- First Aid & Fire Marshal training

### **Probation**

On appointment every new employee will work for a period of 6 months for a probationary period. Performance is reviewed and if satisfactory an offer of permanent employment is made.

### **Employee Review and Development Scheme**

Once probation is completed all employees will have an annual appraisal in order to review both career development objectives and performance improvements which are consistent with current and future objectives and developments.

#### **Energys Group Limited**

Franklyn House, Daux Road, Billingshurst, West Sussex RH14 9SJ

Tel: 01403 786212 Fax: 01403 787439 [info@energysgroup.com](mailto:info@energysgroup.com) [www.energysgroup.com](http://www.energysgroup.com)

Registered in England 05691393

Registered address: New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire SO53 3LG

*A company in the **Energys Group***




**Outcomes of Training and Development**

Employee training is recorded on the company's training matrix.

After participation in any form of training or development, it is expected that the employee concerned will discuss with the line manager what has been learned or gained and how this can be applied in their role.

All training and development undertaken should also be discussed as part of the probationary or staff review.

Signed:  .....

Date: 30<sup>th</sup> November 2020

**Kevin Cox**  
**Managing Director**  
**On behalf of Energys Group**

**Energys Group Limited**

Franklyn House, Daux Road, Billingshurst, West Sussex RH14 9SJ

Tel: 01403 786212 Fax: 01403 787439 info@energysgroup.com www.energysgroup.com

Registered in England 05691393

Registered address: New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire SO53 3LG

A company in the **Energys Group**