

EDUCATION AND STAFF DEVELOPMENT

PREAMBLE

- Staff development has been defined as
 “A planned and organised process of learning within an employment setting, designed to update or increase knowledge and/or skills or for personal growth and development, to improve performance to meet advances or changes in direction or focus of a position or of an organization.” (Horner, 1995, p.6.)
- Staff development is an integral part of the continuous quality improvement program of Narrogin Cottage Homes.

POLICY

1. The Annual staff development program will be created following the collection of diverse information from a variety of sources:
 - * Intermittent training needs analysis, * Staff survey, * Performance appraisals,
 - * Suggestion and QI Logs, * Staff meetings, *Other,
 and will be structured on a 12 month basis, assigned resources and systematically implemented and reviewed / altered as further rural opportunities present themselves (eg grants, free resources/ trainers).
2. Training activities which have been designated “mandatory” will be provided for staff as on-duty, paid work time. Staff must attend scheduled or alternative mandatory training activities. (Staff exemptions due to illness or annual leave must ensure they attend these sessions in the 12 months following a “failure to attend”)
3. The effectiveness of staff development programs will be evaluated through verbal staff feedback, completion of staff satisfaction surveys (if able), monthly staff meetings, performance appraisals and internal quality audits.
4. Narrogin Cottage Homes supports all staff in their personal development and is flexible in its approach to that support. We encourage discussion between the CEO and each individual staff member wishing to enhance their skills.

PROCEDURES

- See the Staff Development/ Training Program (operational).

EDUCATION AND STAFF DEVELOPMENT (cont)

Cross reference to other policies:

- * *Quality improvement*
- * *Regulatory compliance*
- * *Duty of care*
- * *Occupational safety and health*
- * *Staff safety training*

Chief Executive Officer

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