

## ADG TRAINING & DEVELOPMENT POLICY STATEMENT

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ADG is committed to providing learning and development opportunities for all our staff to equip them with the skills and knowledge necessary to carry out their current job and to enhance their skills for the future in line with business strategy.

On commencement with the company a new employee receives an induction, which introduces them to the company, their colleagues and some of the key working practices. At this point, their personal objectives are set and will be assessed, along with their performance. In addition to this, ADG holds annual appraisals with all its employees, usually at the end or start of each calendar year.

It is the responsibility of an employee and their manager to jointly identify their development and training needs. Each employee will receive a training plan annually and every effort will be made to ensure that the approved training needs of the individual are met within the timescales agreed.

### **Mentoring**

ADG are committed to providing a mentor for all new employees and students placed with ADG. The mentor will be a senior member of staff who will provide support and guidance on a regular basis. At regular intervals they will assess the performance and provide training and encouragement where appropriate.

### **Continued Professional Development**

ADG has an active CPD programme managed by three of our Architects. Regular seminars are arranged to ensure all technical staff are updated on current legislation, standards, building regulations and technical specification data or products. Technical staff are required through membership of their professional bodies to maintain a core level of CPD training. ADG ensures this is adhered to and is part of the annual internal and external QA audit process.

ADG also regularly holds management training seminars and general training programmes for all staff, such as networking and presentation skills. We also hold general health advice seminars to ensure we maintain a healthy work environment for all employees.

### **Training & Qualifications**

ADG actively encourage their staff to undertake additional qualifications during their employment with The Architects Design Group. Staff may also be required to study for and achieve certain qualifications relating to their role or project specialism. Staff will be allowed reasonable time off work where required as part of the training course.

