



THE PHILIPS COLLEGE

STAFF TRAINING AND DEVELOPMENT

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Philips College recognizes that accomplishing the following objectives is to its advantage, as well as to the advantage of its staff. It is therefore; ready to make commitments, financial and otherwise, in support of these objectives.

When a member of the staff is assigned to participate in a training/development program, he/she must submit hard copy of the "Training Request Form" to the Department of Human Resources accompanied with all the necessary documentation to support the request. After the approval (if any) of the training request from the HR Director, the employee should proceed to submit an absence request via his/her Department Head.

The above-mentioned procedure applies to all training programs taking place locally, abroad, or under the ERASMUS program. It is the responsibility of the employee-participant to make all relevant arrangements, in order to participate in the training without causing any obstructions to his/her duties.

The objectives of the training and development policy are as follows:

1. Improve skills through actions in accordance with the Training and Development Procedure, as this is referred to in the Human Resource Manual.

(a) Organize seminars tailored towards the improvement of administrative/management skills for old/new staff.

(b) Participation of staff to appropriate seminars, workshops and Erasmus programs.

(c) Sharing of knowledge: A member of the staff will share knowledge with the members of his/her department when participating in activities as described above.

(d) Evaluate the training seminars so as to measure their impact/benefit ("Training/Seminar Evaluation Form").

2. Provide the staff with the opportunity to improve their academic qualifications.

Offer the opportunity to staff members to pursue a degree at the College at a lower cost. Such action must be recommended by the Head of the Department and approved by the Director of Human Resources.

3. Assist the Staff members in establishing themselves as acknowledged leaders

(a) The College supports staff members who become active members of professional organizations and who present lectures on the latest developments in their field of study.

(b) The College continuously works towards the establishment of links with the business community and international educational institutions.

MENTOR SCHEME

The primary objective of the Mentor Scheme is to support and facilitate new employees or existing employees who are taking new tasks in other departments. The Scheme seeks to allow new staff to acclimate to the organization's culture and systems, as efficiently and effectively as possible from the very beginning of their employment.

More specifically, the mentor can help the mentee clarify career goals and formulate a plan to achieve these goals by providing the mentee with the knowledge and insights s/he has gained through his/her years of experience within the College.