

**Staff Professional Development and Conference Reporting Policy**

It is the Policy of St Chads Communication Centre Trust to provide professional development and conference attendance opportunities to assist staff in meeting their personal, academic and / or professional needs in ways that are consistent with the organisation. The principal aims are to develop skills and knowledge, optimise the quality of working life and work towards excellence by supporting existing strengths, maximising the potential contribution of all members of St Chads staff and learning from the sector.

We will do this by:

- Providing coaching, mentoring and professional development that will enhance the skills of staff
- ensure follow up to the annual professional goal setting by staff
- Ensuring that personal learning contributes to the development of the organisation

This Policy is for the benefit of all staff and for the outcomes of clients.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson

**Guidelines:**

1. Following annual appraisals in November, the annual Professional Development programme for staff will be developed, taking into consideration both individual and organisational needs.
2. The General Manager will prioritise the above needs according to any budget restraints
3. Budget allocation to allow for Professional Development and Conference attendance will be submitted by the General Manager to the Trust for approval as part of the annual budget process
4. The General Manager has the authority to manage the training programme within the approved budget
5. Professional Development training expenditure in excess of the budget must be justified to the Trust for approval
6. Staff attending any professional development or conference are required to present, at the discretion of the General Manager either a written report to the General Manager or a verbal report to a Staff Meeting (including recommendations) at a time agreed by the General Manager, or in the case of the General Manager, to the Trust in the Monthly report.
7. Trustees attending any training/meetings will provide verbal/written feedback as appropriate at the next board meeting following attendance at such a training/workshop
8. Areas for development, implementation or evaluation arising from information gained at Professional Development or Conferences will be identified for further action by the General Manager
9. Relevant conference material may be tabled for the Board via the General Manager
10. The Board will endeavour to implement ideas recommended by the General Manager

This policy supersedes all earlier versions of the Staff Professional Development and Conference Reporting Policies

**Supporting Documents:**

Annual Professional Development Plan  
Annual Professional Development budget

**Date ratified:** April 2008

**Date reviewed:** March 2020

**Next review:** March 2022