

**TRAINING AND DEVELOPMENT POLICY**

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02/08/2019

RVF/TDP/01

RESIGHT VISION FOUNDATION, JALANDHAR, PUNJAB

# TRAINING AND DEVELOPMENT POLICY

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Approved By	DR.AMANDEEP SINGH ARORA	PRESIDENT	
Issued By	Ms. SAPNA THAKUR	SECRETARY	

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**A. PURPOSE**

To provide and promote training and development of employees for enhancing their skills, improving knowledge and bringing about an overall improvement in their work performance.

**B. SCOPE**

The policy extends to all employees of the hospital.

**C. RESPONSIBILITY**

Medical Director, Administrator, OT In-charge.

**D. POLICY**

The hospital recognizes the importance of training and development activities for employee motivation, skill enhancement, positive effect on productivity, acceptance to change etc. Training and Development activities are a part and parcel of the overall human resource management activity of the hospital.

The training need of the employee is identified (based on the qualification / skill / experience etc) based on any of the following.

- New employee on fresh appointment.
- Old employees
- Infrastructure expansion
- Change in policies or protocols.
- Introduction/Change in Technology.
- Monthly Trainings
- Department change/Position Change

**b) Training modes**

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Training mode (or action plan) includes any one of the following:

- Class room training
- Guided self study

**Training Methods**

- On job training
- Off job training

**Types of training(off job)**

- Skill based training
- Human relations training
- Problem solving training

**On job training**

- Job instruction
- Job rotation

**c) Provision of Resource for Training**

Adequate resources and budget is set for training are provided primarily by the hospital for implementing the training program, which includes:

- Designated person responsible for implementing/delivery of training program
- Tools to support training program activities
- Appropriate facilities to conduct training
- Arranging for external training of the staff
- Maintaining training records.

**d) Training Plan**

The training plan indicates the different training program planned by the HR & administrative department of the hospital for the various class of employee working. The

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training calendar is prepared on a monthly basis indicating the training scheduled over the period of one month.

Each class of employees is provided with training facility which includes departmental and job specific training aimed at making them more efficient in their particular work responsibility as well as developmental training aimed at bringing about an overall change in the employee hence prepares them to assume increased responsibilities.

**e) Training Need Assessment:**

On the basis of employee's test/knowledge assessment sheet/Viva/HOD feedback, training need assessment sheet is generated and training schedule for weak employees on particular topics is delivered.

Training need also arises when there is a change in technology or responsibility. Technology change usually happens when a new machine is introduced in the work schedule of the employee hence the need for training arises to enable the staff to use the machine effectively and efficiently. Training need also arises when an employee assumes additional (or new) responsibilities or when the employee is promoted to a higher position carrying more responsibilities hence for better job performance the employee is required to be trained.

**f) Training Record**

A training register for each individual class of employee is mentioned where each and every kind of training attended by the employee is recorded along with the signature of each individual employee and the trainer.

**g) Training Effectiveness Evaluation**

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Measuring the effectiveness of the training attended by the employee is a very important task for ensuring the usefulness of the training and the degree of knowledge it provided to the trainees.

Evaluating the training effectiveness is a 360\* process where in the trainees evaluate the trainer and the trainer evaluates the trainees. Evaluation of the trainer is essential to understand the capability of the trainer to impart useful training. Trainee's evaluation is done to measure the effectiveness of the training imparted and the resultant improvement in the level of knowledge. Feedback is taken on the topic delivered from the trainees to measure the effectiveness of training provided and pre evaluation test and post evaluation test is conducted to know the effectiveness/benefits of training.

**h) Records Generated:**

- All personal file contains a summarized form of the training undertaken by the staff member.
- Training registers are also maintained.(On job & Off job training)

**i) Training Record Form:**

The training record form is attached in each personal file which provides a quick view of the training undertaken by the staff member.

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