

Employee Development Policy



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Table of Contents

POLICY STATEMENT:	3
PURPOSE:	3
SCOPE:	3
DEFINITIONS:	3
PROFESSIONAL DEVELOPMENT PLAN:	4
TRAINING AND DEVELOPMENT OPPORTUNITIES:	4
TUITION REIMBURSEMENT:	4
MENTORSHIP:	5
PERFORMANCE EVALUATIONS:	5
PROMOTIONS AND CAREER ADVANCEMENT:	5
PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS:	5
RESPONSIBILITIES:	6



POLICY STATEMENT:

The success of an organization is largely dependent on the development and growth of its employees. An investment in employee development not only benefits the employees but also leads to a more efficient and productive workforce.

This policy outlines the guidelines for employee development within [Organization Name].

PURPOSE:

The purpose of this policy is to provide a framework for employee development and to encourage employees to continuously improve their skills and knowledge.

The goal is to provide employees with the resources and support they need to reach their full potential and contribute to the success of the organization.

SCOPE:

This policy applies to all employees of [Organization Name].

DEFINITIONS:

- Professional Development Plan (PDP): A written document that outlines an employee's career goals, the skills and knowledge needed to achieve those goals, and a plan for acquiring those skills and knowledge.
- Training and Development Opportunities: Programs, courses, workshops, and conferences offered by the organization to help employees improve their skills and knowledge.
- Tuition Reimbursement: Financial support provided by the organization for courses or programs directly related to an employee's current job or future career goals.



- **Mentorship:** A program in which employees are paired with experienced professionals to provide guidance and support as they work towards their career goals.
- **Performance Evaluations:** A regular review of an employee's job performance, including feedback, areas for improvement, and discussions about professional development goals.
- **Promotions and Career Advancement:** Opportunities for employees to advance in their careers within the organization.
- **Professional Memberships and Certifications:** Financial support provided by the organization for memberships and certifications related to an employee's current job or future career goals.

PROFESSIONAL DEVELOPMENT PLAN:

- Every employee is encouraged to create a professional development plan (PDP) in consultation with their supervisor.
- The PDP should outline the employee's career goals, the skills and knowledge they need to achieve those goals, and a plan for how they will acquire those skills and knowledge.
- The PDP should be reviewed and updated regularly.

TRAINING AND DEVELOPMENT OPPORTUNITIES:

- [Organization Name] provides a variety of training and development opportunities for employees, including in-house training, external courses and workshops, and conferences.
- Employees are encouraged to take advantage of these opportunities to improve their skills and knowledge.

TUITION REIMBURSEMENT:

- [Organization Name] offers tuition reimbursement for courses and programs that are directly related to an employee's current job or future career goals.



- Employees must apply for tuition reimbursement prior to enrolling in a course or program and must receive prior approval.

MENTORSHIP:

- [Organization Name] offers mentorship programs for employees who wish to develop their skills and knowledge.
- Mentorship programs pair employees with experienced professionals who can provide guidance and support as they work towards their career goals.

PERFORMANCE EVALUATIONS:

- Performance evaluations are an important tool for employee development.
- They provide employees with feedback on their performance, help identify areas for improvement, and provide an opportunity for employees to discuss their professional development goals with their supervisor.

PROMOTIONS AND CAREER ADVANCEMENT:

- [Organization Name] encourages employees to pursue career advancement opportunities within the organization.
- Employees who have demonstrated the skills and knowledge required for a higher-level position may be eligible for promotion.

PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS:

[Organization Name] supports the professional development of its employees by providing financial support for professional memberships and certifications related to their current job or future career goals.

RESPONSIBILITIES:

EMPLOYEES:

- Employees are responsible for creating and updating their professional development plan and taking advantage of the training and development opportunities provided by [Organization Name].
- They should also communicate their career goals and professional development needs to their supervisor.

SUPERVISORS:

- Supervisors are responsible for supporting the professional development of their employees.
- They should provide guidance and feedback to employees as they work towards their career goals and assist in identifying training and development opportunities.

HUMAN RESOURCES:

Human resources is responsible for providing training and development opportunities for employees, managing the tuition reimbursement program, and supporting the mentorship program.



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