

## **STAFF DEVELOPMENT PROGRAMME (TRAINING) POLICY**

Africa Prudential is committed to the training and development of its employees. The company ensures that training and development support key organisational performance objectives and adheres to high standards.

### **Human Resources Policy Manual**

- a. Training & Development in the Company is a continuous, informal and formal process of improving individual performance and competency. Training will serve as a vehicle for the transfer and development of requisite skills, building the desired the Company culture and building up an empowered workforce. Consequently, upon assumption, staff shall be required to undergo an induction program which will provide sufficient information to understand the organisation. Refresher sessions shall be conducted periodically. Knowledge Dissemination sessions, which are a part of the Company Operating Mechanism, are held to:
  - Entrench the desired culture in the Company
  - Enhance knowledge transfer in the Company.
  - Create an opportunity for two-way communication
  - Promote group bonding, in a relaxed environment.
  
- b. Annual training plans are developed to align with the Company's strategy and designed to support specific performance objectives for that year. Annual individual training plans will be developed for each employee based on the company's training curriculum as well as identified individual needs.
  
- c. Training needs will be identified based on defined organisational competencies as well as specific needs of the individuals and departments within the organisation. Critical input into the training need identification process will be provided by performance appraisal. Identification of training needs will be the responsibility of line management whose input will be required for the development of individual training plans. Line Managers may also recommend courses for their staff to HR for consideration; these shall be approved by the operating company CEO.

- d. HR will advise staff in writing of trainings they are required to attend. Staff who have been externally trained will be required within one week of the training, to conduct an internal knowledge sharing session and submit training materials to HR for storage.
- e. Training effectiveness will be monitored based on actual improvement in the level of proficiency in defined competencies of staff. Metrics on training effectiveness will be compiled by Human Resources Department for management on a regular basis.