Staff development

The Staff Development team coordinates the development of, and training for, all categories of staff. This involves working with individuals, groups of staff, or departments to help them identify and meet their training and development needs. Currently, this includes a variety of initiatives, such as the Introductory Certificate / Diploma in Management training, IT training, Leadership & Management Forum and working with several departments to help them achieve the Investors in People award. Staff Development also co-ordinates a bi-annual schedule of courses covering personal, managerial and IT skills. Details of these and news of ongoing initiatives are advertised in the Staff appraisal review and development handbook sent to all members of staff and research postgraduates in July each year.

The institute's policy on staff development recognises that staff is its key resource and all staff (including part-time, short-term contract and research postgraduates) have equal rights of access to internal courses. These should be relevant to their job and subject to the agreement of their head of department.

Staff development for Leaders and Senior Managers

The Staff Appraisal, Review and Development Handbook includes details of all other leadership, management and supervisory courses available.

Staff Review and Development

The Global Alliance Academy (GAA) is committed to making the Staff Appraisal, Review and Development Scheme (SR&D) a useful and helpful experience for all staff. Working parties involving all staff groups revised the paperwork, ensuring that the process suited the different roles within the Institute. During September of each year, all heads of departments will receive a letter together with a suitable SR&D Form for distribution to their staff. Staff Development does appreciate that SR&D can be a time-consuming process, however, SR&D is an important means of communication and an occasion to receive structured feedback. This opportunity is increasingly fundamental to the success of our institution.

What sort of Institution do we want to create?

Developing staff – professional, adaptable, creative, E-focused and competent leaders who shape compelling organisational goals and unlock the potential in others to achieve them.

Developing Communication and Relationships- building our capability in knowledge management; building partnerships, internal and external; sharing best practices; marketing ourselves internally as well as externally;
Working collaboratively, sharing knowledge, developing and agreeing service standards and sharing this information effectively.

Developing the Organisation- empowering people, encouraging an environment of creativity; celebrating our successes; building our capability to deal with change, adaptability; a learning

Developing supporting systems and processes- electronically held records of individual's training and development activities, with information available to both staff members and line managers.

This staff training and development policy builds on our achievement of investors in People outlines the aims and scope of staff development for our employees and describes the processes and procedures which should be followed.

5.1.1   Aims of the staff training and development policy

The policy aims to:

● Support the achievement of GAA's strategic objectives and priorities.

● Enhance the potential and personal effectiveness of staff through the acquisition of appropriate qualifications, skills, knowledge and understanding which will support them to contribute and to deliver departments ' plans.

● Enable staff to develop new skills for their current and future roles so that we can respond positively to change.
● Ensure that all staff have equality of opportunity and access to training and development.
● Facilitate our commitments as an investor in People.
● Support the development of GAA to meet the competing demands of the 21st century.
● Develop a culture of participation and accountability.
● Provide opportunities for positive action and implementation of equality through targeted and accredited, where appropriate, staff development and training.

Approval and Adoption

This Policy has been approved and adopted by the Global Alliance Academy.

Date of Approval 11 10 2023