



# TRAINING AND DEVELOPMENT PLAN

## **Scope**

This policy applies to all full time or part time employees of Evergreen Care UK (ECUK) and all volunteers. (It may also cover clients and their families when considered appropriate and beneficial). It does not cover contractors or consultants.

## **Policy brief and purpose**

Evergreen Care UK is committed to the training and development of all staff and volunteers. ECUK recognises that this is vital for the growth of the organisation and that well trained staff and volunteers are its greatest asset without whom the aims and objectives of the organisation would not be achieved. ECUK also acknowledges that training and development builds confidence, improves staff morale, reduces staff turnover and shows a commitment to staff and volunteers.

A robust Training and Development Policy can also be an asset to the 'Brand' and encourage potential new recruits.

An annual training and development budget will be included in business planning as well as the allocation of time for this purpose.

As a charity ECUK funds will always be restricted and it will strive to maximise any investment in training by sourcing free training, joint training with partners and the use of 'Gift in Kind' providers.

Training may be directed at an individual, team or organisational level.

Training needs will be identified via business planning and ECUKs Appraisal procedure (appendix 1) and contribute to the annual training plan (appendix 2), which includes mandatory training.

The performance appraisal procedure is a formal process centred on an annual meeting of each employee and their line manager to discuss their work.

The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

In addition, 'Mandatory' training will always be included in the annual training plan.

Training and development needs may be addressed by:

- Formal training sessions (possibly in partnership with similar/partner organisations)
- Inductions (all staff and volunteers are required to attend the Evergreen Induction within a year of commencement, these are held quarterly)
- Employee coaching/mentoring
- On-the-job training
- Job shadowing
- Participation in conferences
- Cascading (sharing)
- Online courses
- Subscriptions/educational material/individual study

Training will be monitored and evaluated, and 'true' costs recorded. It is important to keep these records on an ongoing basis to enable monitoring of courses provided and action that should be taken to improve the standard of training provision.

Training will be recorded on the individual's personnel records.

In exceptional circumstances ECUK reserve the right to recoup training costs from an individual if they leave their employ within a stated period having received the benefit of expensive training. This will be made clear to the individual at the onset of the training.

In addition, ECUK will offer Pastoral care and work towards regular supervision of all staff and volunteers to complement the Appraisal Procedure and support continued Professional Development.

## TRAINING PLAN SEPTEMBER 2023 – AUGUST 2024

### 1. INTRODUCTION.

Training for staff and volunteers is very important for Evergreen. It enables staff and volunteers to be able to be as effective as possible in their role and helps them feel valued by the organisation. It is also important to offer training to clients and their families in relevant areas.

Some training is mandatory. We aim to provide such training on as near an annual basis as possible. The following plan of training has been drawn up to ensure that as far as possible relevant training is provided by Evergreen. It is hoped to provide some training in face to face groups and others via E learning.

### 2. IDENTIFYING TRAINING NEEDS.

It is important that individual training needs are identified. There are various ways towards this, including at Supervision sessions, Appraisals, Staff meetings etc. The key is for staff and volunteers to be aware that Evergreen sees relevant training as vital to support them in the service they are providing to clients.

### 3. MANDATORY TRAINING.

Evergreen seeks to provide the following training on an as near as possible annual basis.

a. MINI INDUCTION which is run throughout the year for new staff and volunteers. The subjects included are as follows:

- Loneliness and Social Isolation.
- Confidentiality.
- Befriending across the services.
- Safeguarding Adults at Risk and Children and Young People.
- Health and Safety.
- Report Writing.
- Communication.
- Values.

b. HEALTH AND SAFETY which is run approximately 4 times a year for Home Support Workers and Gardeners. These staff need to attend the course annually. The areas covered are as follows:

- Lone Working.
- Fire Safety.
- Manual Handling.
- Control of Substances Hazardous to Health Regulations.
- Food Hygiene.
- Safe Use of Step Ladders.
- Use of Wheelchairs.

c. GARDENERS ANNUAL TRAINING which includes:

- Personal Protective Clothing.
- Using Tools.
- Using Chemicals.
- Manual Handling.

- d.SAFEGUARDING ADULTS AT RISK AND CHILDREN AND YOUNG PEOPLE.
- e.FOOD HYGIENE.
- f. CLIENT INDEPENDENCE MOVING AND HANDLING.
- g.ELDERBERRIES TRAINING (food hygiene and first aid).

4. OTHER TRAINING.

a. DEMENTIA.

It is planned to run more one hour Dementia Friends sessions which have been so well received in the past.

In addition we will seek other opportunities for training on this subject which is particularly important because we estimate that around half of our clients have some form of dementia.

We will also explore more training on this subject with Claire Stirling a Memory Nurse. Claire has helped us so well in the past with Dementia training.

b. FIRST AID.

This course is run up to 4 times a year.

c. EQUALITY AND DIVERSITY.

The aim is to run this course via E learning.

d. MENTAL HEALTH AWARENESS.

This course will be run on the 20<sup>th</sup> September, 4<sup>th</sup> October and 11<sup>th</sup> October and will be delivered by Re-Instate.

e. MENTAL CAPACITY.

5. STAFF DEVELOPMENT TRAINING.

Training individual staff and volunteers on their particular training needs is important. This will help to enable staff and volunteers to develop in their sphere of work or volunteering opportunities.

6. SUPERVISION TRAINING.

This is important to support Supervisors and Managers in their supervision role.

7. SHARING COURSES WITH OTHER ORGANISATIONS.

This is important to increase training opportunities and reduce costs. Evergreen's experience of this has been fairly restricted and the organisation wants to widen involvement with other agencies to help in providing relevant training. It is anticipated that joint training with other organisations will be undertaken during the year.

8. BUDGET.

The main cost for the organisation is the cost of paying staff for their time in training. In order to ensure that the range of courses is available to staff it is planned that in future staff will have the training costs met by Evergreen but will not be paid for their time in training apart from Mandatory training.

9. SUMMARY.

The issue of training staff and volunteers remains an important aspect of ECB. The organisation has a responsibility to provide appropriate training and will continue to ensure it remains a priority. This will include ensuring that Mandatory areas are included in the training programme as close as possible to annually, and that individual training needs will be met as far as possible.

Reviewed: July 2023