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Training and Development Policy

1. Purpose:

We Care 24x7 Ltd ("the Company") is committed to fostering a culture of continuous learning and development. This Training and Development Policy outlines the principles and practices governing employee training and professional development within the organization.

2. Objectives:

The key objectives of our Training and Development program are as follows:

- Enhance employee skills and competencies.
- Support career growth and progression.
- Improve overall organizational performance.
- Adapt to industry changes and technological advancements.

3. Eligibility:

All employees of We Care 24x7 Ltd are eligible to participate in training and development programs. The specific programs offered may vary based on job roles, performance, and business needs.

4. Types of Training:

We provide various types of training, including but not limited to:

- Onboarding and orientation training for new employees.
- Job-specific technical training to enhance skills related to the healthcare industry.
- Soft skills training, including communication, teamwork, and customer service.
- Leadership and management development programs.

5. Training Delivery:

Training programs may be delivered through the following methods:

- In-house training sessions conducted by internal or external trainers.
- Online courses and e-learning platforms.
- Workshops, seminars, and conferences.

6. Training Needs Assessment:

A periodic training needs assessment will be conducted to identify individual and organizational training needs. The results will inform the development of a comprehensive training plan.

7. Funding and Resources:

We Care 24x7 Ltd will allocate resources, including funding and time, to support employee training and development initiatives. Funding may be provided for external courses, certifications, or conferences that align with professional development goals.

8. Employee Development Plans:

Individual employees, in collaboration with their supervisors, will create and maintain personal development plans. These plans will outline specific training and development goals, timelines, and measurable outcomes.

9. Mentorship and Coaching:

We encourage mentorship and coaching as part of our development strategy. Experienced employees may be assigned as mentors to guide and support the development of their peers.

10. Evaluation and Feedback:

The effectiveness of training programs will be regularly evaluated. Feedback from participants will be used to refine and improve the content and delivery of future training initiatives.

11. Career Development:

We Care 24x7 Ltd is committed to providing opportunities for career development within the organization. Employees are encouraged to discuss their career aspirations with their supervisors during performance reviews.

12. Policy Review:

This Training and Development Policy will be reviewed periodically to ensure its effectiveness and relevance to the organization's goals.

13. Communication:

Employees will be informed of training opportunities through internal communication channels, including email, intranet, and team meetings.

14. Compliance:

This policy complies with all relevant employment laws and regulations governing training and development practices.

15. Responsible Parties:

The Human Resources Department is responsible for overseeing the implementation of this policy, in collaboration with department heads and supervisors.

16. Contact Information:

For inquiries related to training and development, employees may contact the Human Resources Department.