



PSMG LIMITED

Policy Statement

PSMG LIMITED TRAINING AND DEVELOPMENT POLICY STATEMENT

At PSMG, we are committed to fostering a culture of continuous learning and professional growth. This policy outlines our approach to employee training and development, ensuring that all team members have the opportunity to enhance their skills, advance their careers, and contribute to the company's success.

This policy applies to all permanent full-time and part-time employees of PSMG. Temporary or short-term contract employees may participate in training programs at their manager's discretion.

TRAINING AND DEVELOPMENT PROGRAMS

We offer a variety of training and development opportunities, including:

1. **Formal Training Sessions:** Both individual and corporate training sessions designed to enhance job-related skills.
2. **On-the-Job Training:** Practical training provided during regular work activities.
3. **Mentoring and Coaching:** Guidance from experienced colleagues to support professional growth.
4. **ToolBox Talks:** Opportunities to learn about industry trends and best practices.
5. **Online Courses:** Access to digital learning platforms relevant to job functions.

Individual Training Programs:

Employees who have completed their probationary period are eligible to participate in external training programs. Training requests should be job-related and approved by the employee's manager. Proof of attendance may be required.

Corporate Training Programs:

PSMG may organise company-wide training sessions, such as:

1. **Compliance Training:** Ensuring adherence to legal and company standards.
2. **Health and Safety Training:** Promoting a safe working environment.
3. **Leadership Development:** Preparing employees for managerial roles.

The company will cover all costs associated with mandatory corporate training.

ROLES AND RESPONSIBILITIES

1. **Employees:** Proactively seek learning opportunities and apply new skills to their roles.



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2. Managers: Identify team development needs, support employee growth, and approve training requests.
3. Human Resources (HR): Facilitate training programs and promote a culture of continuous learning.

TRAINING EVALUATION

To ensure the effectiveness of our training programs, we will:

1. Assess Training Needs: Regularly evaluate employee development requirements.
2. Monitor Participation: Track attendance and engagement in training activities.
3. Evaluate Outcomes: Collect feedback and measure improvements in performance.

CAREER DEVELOPMENT

We encourage employees to take an active role in their career progression. Opportunities for advancement will be based on performance, skills acquisition, and the successful application of new competencies in the workplace.

Jason Silcox

Director

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