



Training and Development Policy

1. Introduction

The Institute of Industrial Engineers & Safety Management Systems (IIESMS) is committed to the continuous professional development of its members and employees. This Training and Development Policy outlines our approach to providing training and development opportunities to enhance skills, knowledge, and competencies.

2. Policy Statement

IIESMS aims to:

- Promote a culture of continuous learning and professional development.
- Provide access to high-quality training and development opportunities.
- Support the career growth and development of members and employees.
- Ensure that training and development activities align with organisational goals and objectives.

3. Scope

This policy applies to all members and employees of IIESMS.

4. Training and Development Objectives

- Enhance the skills and knowledge of members and employees to improve performance and productivity.
- Keep members and employees up-to-date with industry trends, standards, and best practices.
- Support the professional growth and career development of members and employees.
- Foster a culture of continuous improvement and innovation within the organisation.

5. Types of Training and Development

5.1 Induction Training

- Introduce new members and employees to the organisation and its values, policies, and procedures.

- Ensure that new members and employees have the necessary information and resources to perform their roles effectively.

5.2 Professional Development

- Offer opportunities for members and employees to develop their professional skills and knowledge through workshops, seminars, conferences, and online courses.
- Encourage participation in Continuing Professional Development (CPD) programs to maintain and enhance professional competencies.

5.3 Technical Training

- Provide training on specific technical skills and tools relevant to members' and employees' roles.
- Ensure that members and employees are proficient in using industry-specific software, equipment, and methodologies.

5.4 Leadership and Management Development

- Offer training programs to develop leadership and management skills for current and future leaders within the organisation.
- Support succession planning by preparing members and employees for leadership roles.

5.5 Compliance Training

- Provide training on legal, regulatory, and organisational compliance requirements.
- Ensure that members and employees understand and adhere to relevant laws, regulations, and policies.

6. Training and Development Process

6.1 Needs Assessment

- Conduct regular assessments to identify the training and development needs of members and employees.
- Use feedback from performance appraisals, surveys, and consultations to determine areas for improvement.



6.2 Planning and Implementation

- Develop a training and development plan that aligns with organisational goals and addresses identified needs.
- Allocate resources and schedule training sessions to ensure effective delivery.

6.3 Evaluation

- Evaluate the effectiveness of training and development activities through feedback, assessments, and performance metrics.
- Use evaluation results to improve future training and development programs.

7. Support and Resources

- Provide access to training materials, resources, and support to facilitate learning and development.
- Encourage members and employees to take ownership of their professional development by seeking out learning opportunities and setting development goals.

8. Continuous Improvement

- Regularly review and update the training and development policy to ensure it remains relevant and effective.
- Seek feedback from members and employees to identify areas for improvement and innovation in training and development.

9. Monitoring and Reporting

- Monitor participation in training and development activities and track progress against development goals.
- Report on the outcomes and impact of training and development programs to the management and board.

10. Contact

For questions or concerns about this Training and Development Policy, please contact the **Institute of Industrial Engineers & Safety Management Systems (IIESMS)**

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