

Staff training and Development Statement



Our aim

Staff development refers to the development of the individual's potential and career in terms of knowledge, skills, personal abilities, competencies and understanding to support Elevated Aspirations Ltd® in providing our services. It embraces a wide range of learning experiences, both within and outside the workplace, and is a continuing process that can help individuals to:

- Extend their range of performance
- Identify and develop their potential
- Respond positively to change, uncertainty and conflict
- Increase their job satisfaction
- Improve their self-confidence, motivation and initiative

Staff development can take place on-job or off-job. On-job development includes learning through the experience of doing the job; reflecting on that experience; discussing it with a manager, supervisor or colleagues; receiving feedback on performance; reviewing and evaluating performance. Off-job development can include participation in courses or conferences, undertaking a qualification etc. Staff development thus helps to create high-performing, skilled and effective staff.

Staff development is the joint responsibility of:

- The individual member of staff
- His/her supervisor or manager
- Elevated Aspirations Ltd®

Elevated Aspirations Ltd® has a responsibility to ensure that mechanisms are in place to facilitate the continuing professional development of all staff.

Please note that staff training is dependent upon Elevated Aspirations Ltd®'s working capital, funding and available equity.