

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Training and Development Policy  
**Document No:** 9.1.4 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on Training and Development. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

### Introduction

The work which we do, not only enriches us personally but helps in the continuous, often discrete, work of building up God's kingdom.

We value having a committed, adaptable and talented workforce with staff members who possess the skills, abilities and mindset to meet the needs of all whom they come in contact with. "The employer" recognises that training and development contribute to enhanced job performance, as well as contributing to the broader professional development of staff members.

The purpose of this policy is to outline a framework to ensure that staff members avail of and are trained on all aspects of their roles as well as the current and future needs of "the employer". "The employer" aims to provide support and guidance to staff members in relation to both individual and career development and the values and ethos of the Catholic Church.

Training needs will be identified through performance appraisal process in conjunction with your line manager. Staff are also encouraged to communicate training and development possibilities they identify for themselves. This should take account of changes in responsibilities, technical changes and flexibility requirements. During your employment you will be required to participate in any training that is relevant to your role. This includes a willingness to participate constructively in, in-service training and other activities which are offered to support and develop the ethos of the Catholic Church.

Staff members are obliged to cooperate fully with training requirements.

We also put specific attention on all health and safety training. Health and safety training will be integrated into a staff member's general training, based the specific risks associate with the job and any changes to the system of work.

### Induction

On joining, staff members will participate in an induction process to provide information on "the employer", its policies and procedures, health and safety requirements, and work practices. During induction, staff members find out about our ethos, services, goals and structure. We also clarify expected behaviours and values. We help staff members to understand how we manage performance and support and develop staff members. Overall, it ensures the staff member has an understanding of "the employer", and individual duties and responsibilities, including any legal requirements associated with the role.

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During the induction period you will receive training appropriate to the role for which you were hired. This training will be designed to build the knowledge and skills necessary to meet the requirements of your work.

### Identifying training needs

The performance appraisal system allows for an in-depth analysis of individual work practices, strengths and weaknesses and places a considerable emphasis on training. Each staff member will work with their manager to identify both job-related and personal training and development needs and "the employer" will take these into account.

"The employer" will:

- identify development goals and objectives;
- analyse individual training needs;
- draw up a training plan;
- select suitable and appropriate training methods;
- implement the training plan;
- assess effectiveness through evaluation;
- keep records of all attendance and evaluation sheets for each staff member.

The training plan reflects "the employer's" objectives, and policies together with staff members' skills, knowledge and attitudes. Therefore, staff members will be assigned training that "the employer" deems appropriate to your position and full cooperation with these requirements is expected. Ongoing coaching by managers is also encouraged.

Types of training and development methods may include, but are not limited to:

- on the job training;
- cross training in teams;
- classroom based;
- elearning;
- coaching and mentoring.

All commitments under this policy are subject to review and budgetary constraints. You may be required to attend a seminar, workshop or other outside training course held during or outside working hours. Such training may be mandatory due to its value to you and diocesan needs. "The employer" will reimburse expenses subject to prior approval and budgetary constraints. It is the responsibility of the line manager, with support from HR advisor, if required, to review and identify the training needs.

### Records

The line manager will retain a copy of all the training completed by staff members and any relevant courses completed.

*For further information please contact:*

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