

## Learning & Development Policy

The continued success of Williams Medical Supplies is directly linked to the attitude, competence, commitment and capacity for change of all its employees. Business success continues to depend upon our ability to harness the potential and skills of all our people.

We recognise the important contribution which your learning and development makes to our continuing efficiency and profitability.

We want to provide you with the best learning and greatest career opportunities by achieving the following:

- Allowing you to become developed and committed people
- Encouraging flexibility, learning and willingness to change
- Giving you the opportunity to contribute fully to your job role
- Creating the right atmosphere and environment for good team working
- Assisting managers in providing the right career opportunities for all members of staff
- Providing you with the opportunity to discuss learning and development needs during six-monthly appraisals, and as and when a learning need becomes apparent
- Learning shall be planned and organised to suit each department and every individual, in order that we can reach all our objectives and avoid the problems associated with crisis management. A company learning and development plan is produced with each activity being linked to the company's business objectives
- Learning objectives, in addition to the expected outcomes, are specified within the plan prior to commencing the learning activity and subsequently evaluated against the measures set
- We will take into account all requirements and will provide a variety of learning opportunities; from work based qualifications such as NVQ's, job coaching and counseling, elearning programmes, short courses and other professional development activities.
- Wherever possible our business requirements will be compared and matched to our employee's objectives, goals and career aspirations.