TRAINING & DEVELOPMENT POLICY & PROCEDURES

POLICY:

The Harmony Therapy Trust is committed to excellence in people development in order to maintain and enhance the position of the Trust in offering complementary/supportive therapy throughout Kent.

OBJECTIVE:

To ensure that The Harmony Therapy Trust has people with the appropriate knowledge, skills and behaviours to meet its criteria in both the short and longer term. To allow our people to achieve their potential and career aspirations both within the Trust and beyond.

AIMS:

❖ To encourage people to equip themselves with the appropriate skills to perform their roles within the Trust.
❖ To provide leadership and management of the demands made of the Trust to provide appropriate therapies.
❖ To identify the development of the Trust and those individuals and balance the two.
❖ To ensure that training needs are identified, researched and therapists encouraged to participate in the appropriate courses.
❖ To ensure equality of access to all development opportunities.
❖ To provide effective induction for all new appointees whether Trustees, therapists, employees or volunteers.

TRAINING:

❖ The Trustees will organise training for therapists in order to help them to maintain their professional qualifications and knowledge. This will be done 'in-house' in order to keep costs at a minimum but not exclusively, e.g. Macmillan Cancer care courses.
❖ The cost of any training or a contribution of the cost to be paid for by the therapist
❖ To regularly review training procedures to evaluate effectiveness and identify any training gaps within the charity

❖ The prime responsibility for identifying training and development needs and co-ordinating the process of addressing those needs is that of the individual therapist. All therapists will be encouraged to attend any courses that we advertise in order to maintain their knowledge base and CPD points.

Review dated………………February 2020………Robert Nelson………………………….

Next Review date……………February 2021…………………………………………………..