



## Rawda College Staff Development Policy

1. **Introduction:** At Rawda College, we recognize that our staff members are our most valuable assets. To ensure the continuous growth, engagement, and excellence of our staff, we have established this Staff Development Policy. This policy outlines our commitment to providing opportunities for professional development, fostering a culture of learning, and supporting the advancement of our staff members' skills and careers.
2. **Scope:** This policy applies to all full-time and part-time staff members employed at Rawda College. It covers various aspects of staff development, including training, standardization activities, workshops, conferences, mentorship, and other learning opportunities.
3. **Objectives:** Our staff development policy aims to achieve the following objectives:
  - **Enhance Job Performance:** Provide staff members with the necessary skills and knowledge to excel in their current roles.
  - **Encourage Lifelong Learning:** Foster a culture of continuous learning and personal development among staff members.
  - **Support Career Progression:** Assist staff members in advancing within the college and beyond through skill-building and professional growth.
  - **Improve Employee Engagement:** Increase job satisfaction and engagement by offering opportunities for learning and skill enhancement.
  - **Enhance Institutional Effectiveness:** Contribute to the overall success of Rawda College by ensuring that staff members are well-equipped to fulfill their roles.
4. **Implementation:**
  - **Training and Workshops:** Rawda College will provide regular training and standardization sessions and workshops on relevant topics to improve staff skills and knowledge. Staff members will be encouraged to attend internal and external training programs to stay up-to-date with industry trends and best practices.
  - **Professional Development Leave:** Rawda College will consider requests for professional development leave to attend



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conferences, workshops, or courses that align with the staff member's role and contribute to their professional growth.

- **Mentorship and Coaching:** Staff members will have the opportunity to participate in mentorship and coaching programs to receive guidance and support from experienced colleagues.
  - **Career Development Plans:** Rawda College will work with staff members to create personalized career development plans that outline goals, skill development, and steps for advancement within the institution.
5. **Evaluation and Monitoring:** The effectiveness of the staff development program will be periodically evaluated through feedback from staff members, supervisors, and performance assessments. This policy will be reviewed annually to ensure its alignment with the college's objectives and to incorporate any necessary updates.

Policy Version 1 was issued on 01/02/24 by Director of Education.

This policy is effective from 01/02/24

Next review is due on 31/01/25