

# Training and development policy

Employees are self-starting graduates so the best way to describe our training and development policy is 'on demand'. If an employee has an interest in learning a relevant skill and sources a provider or resource, then the Company will provide encouragement and support. New employees receive a copy of this policy in a welcome pack.

## **CPD**

Continuous professional development, particularly in the form of practical skills training benefits our business and updates employee knowledge base and maintains confidence. Topics covered by courses and seminars attended by employees have included project management, new business marketing, understanding the tendering process, proofreading, website programming and first aid. When joining the Company, employees are invited to discuss training with our creative director and this invitation is repeated at annual reviews. If a specific training topic is likely to be beneficial and its demands do not involve unreasonable absences, it is usually agreed and built into the resource.

## **Continuous inspiration**

To promote creativity, we encourage all employees to go to exhibitions, archives, performances and screenings. All we ask is that they share their experiences and documentation.