Training Policy

1. Purpose
The purpose of this Training Policy is to establish a framework for the development of employees at ZAM FM Ltd. It aims to ensure that all staff are equipped with the necessary knowledge, skills, and competencies to perform their roles effectively and to support the company's growth and service quality.

2. Scope
This policy applies to all employees of ZAM FM Ltd. It encompasses training and development activities, both internal and external, that aim to enhance the skills and knowledge of employees at all levels.

3. Training Needs Assessment

- Training needs will be identified during the annual performance review process, through feedback from line managers, and in response to changes in company requirements or employee performance.
- Employees are encouraged to express training needs to their supervisors, which will be reviewed and assessed for alignment with business objectives.

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

4. Types of Training
Trainings at ZAM FM Ltd can be categorized into the following types:

- **Induction Training**: For new employees to familiarize them with the company's policies, procedures, and culture.
- **Technical Training**: To enhance job-specific skills required for employees in operational and technical roles.
- **Compliance Training**: To ensure employees understand and adhere to legal, health, safety, and environmental regulations.
- **Leadership and Management Development**: Targeted at employees with managerial or supervisory responsibilities to develop leadership skills.

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- **Soft Skills Development**: Includes communication, teamwork, time management, and other interpersonal skills.

5. Training Delivery
Training will be delivered through a variety of methods including but not limited to:

- On-the-job training
- Online courses and webinars
- Classroom-based training
- External workshops and conferences
- Mentorship and coaching

6. Training Budget
A budget will be allocated annually for training purposes. All training expenses will be approved by the line manager and must be in line with the company's financial plans and priorities.

7. Training Records
All training activities will be documented, and individual training records will be maintained by the Human Resources (HR) department. These records will include details of the training attended, the employee’s performance, and any future development needs.

8. Evaluation of Training

- Training effectiveness will be evaluated through feedback from employees and supervisors.
- Regular follow-up assessments will be conducted to determine how well employees have applied their learning in the workplace.

9. Employee Participation
Employees are expected to actively engage in training opportunities provided by ZAM FM Ltd. They should demonstrate a commitment to learning and apply their training to their daily work tasks.

10. Career Development and Advancement
Training will be aligned with career development paths at ZAM FM Ltd. Employees who demonstrate excellence in their training and job performance may be considered for further career advancement and development opportunities.

11. Equal Opportunity
ZAM FM Ltd is committed to ensuring that all employees have equal access to training and development opportunities, irrespective of race, gender, age, disability, religion, or any other protected characteristic.

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12. Review and Amendments

This policy will be reviewed annually to ensure that it remains relevant to the needs of the company and its employees. Any amendments to the policy will be communicated to all employees.

Managing Director

Name: Danish Iftikhar

Sign: 

Dated: 22/09/2023