

EMALAHLENI LOCAL MUNICIPAL COUNCIL TRAINING POLICY

1. GENERAL POLICY

The Management of Emalahleni Local Municipal Council regard training as an important function, essential in ensuring optimum utilization of our Human Resources.

The aims of our training will be:

- To ensure we have sufficient resources in terms of people with the correct skills and knowledge to achieve our present and future aims of the Council.
- To enable Council employees to develop in such a way that maximum growth takes place, consistent with the Council's and the limits of an individual's potential.

2. RESPONSIBILITIES

Line Management

Responsibility for ensuring the implementation of this policy is vested with Line Management

The Training and Development of people is a regular management function and Departmental and Sectional Head is responsible for providing the climate, conditions and directions for the Training and Development of his subordinates.

Training Staff

The responsibility of the Training Staff is to provide Line Management with the advice, guidance and assistance necessary for them to execute their training responsibilities effectively by:

- Providing the necessary information, Aids and Technical Resources to meet training needs.
- Developing, planning and coordinating the Council's training activities.
- Anticipating new Training and Development needs arising from planned changes in Manpower, Organisation, Objectives, Budgets and Long Term Plans.
- Evaluating the effectiveness of training

3. IDENTIFICATION OF TRAINING NEEDS

Departmental and Sectional Heads will interpret Training Needs in terms of their services, Technical, Financial and Manpower objectives. No allocations or resources to training will take place unless there are clearly defined expected results that will contribute to these objectives.

4. IMPLEMENTATION

In order to co-ordinate training in Council, it will be necessary for each Departmental Head, with the Training Section Assistance to:

- Determine and set the standards of knowledge, skills and experience required by employees to perform their jobs.
- Assess and identify the training needs within the Department/Section.
- Identify the priorities and resources required to satisfy these training needs.
- Ensure that training is implemented
- Check the effectiveness of the training received by their subordinates
Assist employees and trainees in their development through training, coaching and counseling, and by keeping them informed of opportunities for self-development.