



Staff Development / Continuous Professional Policy

Introduction

The Total Quality Training Institute (TQTI) is committed to develop a culture of continuous learning and professional development. This policy outlines the institute's approach to employee development through structured learning programs and activities. In today's competitive environment, it is essential for employees to enhance their knowledge and skills to improve job performance, achieve personal growth, and contribute to organizational success. TQTI aims to empower employees to improve efficiency, productivity, and confidence in their roles.

Scope

This policy applies to all permanent full-time and part-time employees of TQTI. Employees on temporary or short-term contracts may participate in training programs at the decision of their managers. Contractors and consultants are not covered under this policy. The policy emphasizes collaboration among employees and managers to encourage a culture of Continuous Professional Development (CPD). Employees are encouraged to seek learning opportunities; manager is responsible for coaching and identifying development needs and facilitates staff development activities.

**Approved training methods include:**

- Formal training sessions (individual or corporate)
- Coaching and mentoring
- Participation in conferences
- On-the-job training

Additionally, TQTI may provide subscriptions or educational materials to support job-related learning.

Individual Training Programs: Employees are encouraged for external training programs under TQTI payment including additional fees. Proof of attendance is required.

Mandatory training programs initiated by the institute due to performance gaps or job changes are includes the budget and time limits, with all costs covered by TQTI. Training methods such as workshops, e-learning, and lectures are encouraged to meet diverse learning needs.

Internal training costs for corporate training are fully covered by TQTI, and employees are not required to use leave for participation. Attendance records will be maintained.

General Guidelines:

- All employees are covered under this policy without discrimination.
- The Manager should evaluate training outcomes and maintain records for improvement.
- Training efforts must align with cost, time, and organizational needs.
- Employees are encouraged to utilize their allocated training budgets and time effectively.

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**Procedure:**

The following steps outline the process for attending external training sessions or conferences:

1. Employees or the Manager identify training needs.
2. Discussions between employees and Manager about training suggestions.
3. Manager reviews the proposal, considering budget and content.
4. Manager approves or rejects the proposal, providing written reasons for rejections by email to the concerned employee.
5. Upon approval, Manager arranges dates, accommodation, and reservations.
6. If employees pay for training directly, they must submit invoices/receipts to TQTI Manager for compensation.
7. Employees must inform TQTI Manager immediately if they cancel training and bear any associated fees.
8. For training that include examinations, employees must submit their results. One retake is permitted at TQTI's expense. Any additional attempts must be covered by the employee.

Dr. Samir Al Bahrani

Manager of Institute

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