HR Policy

Training and Development

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1   Introduction

Assaia is committed to investing in the professional growth and development of its employees. The Training and Development Policy is designed to provide employees with opportunities to enhance their skills, knowledge, and capabilities to support their career advancement and contribute effectively to the organisation's success.

2   Policy objectives

- To identify and address the training needs of employees at all levels within the organisation.
- To facilitate continuous learning and skill development to improve job performance and productivity.
- To foster a culture of learning and innovation that promotes employee engagement and retention.
- To align training and development initiatives with the strategic goals and priorities of the organisation.

3   Current training and development programs

3.1   Performance reviews

- Performance reviews are meetings conducted for each employee twice a year.
- The goal of a performance meeting is to evaluate work performance, identify employee's strengths and weaknesses, and discuss next tasks and goals that could help them to grow professionally and personally.
- Performance reviews show the possible career path for each employee, therefore turning a black box into a clear and transparent process.

3.2   One-on-one meetings

- One-on-one meetings occur between an employee and their manager to connect on work, career development and growth. The length and frequency of such meetings differ for each manager-employee relationship.

3.3   Internal team training meetings

- Internal team training meetings provide opportunities for employees to enhance their skills and knowledge, stay updated with the latest industry trends and best practices.
- The length and frequency of such meetings differ for each team.

3.4 Individual training programs

- Training programs are tailored to suit the learning preferences and needs of employees, including in-person sessions, virtual training, self-paced learning modules, and blended learning approaches.

3.5 Offline corporate events

- Offline corporate events are conducted at least once a year.
- Corporate events provide opportunities for employees to bond, which is extremely important when working in a remote environment. Through team-building activities and shared experiences, employees can develop stronger relationships, improve communication, share ideas, and build professional relationships that can benefit the company in the long run.
- Corporate events consist of workshops, seminars, or training sessions aimed at developing specific skills or knowledge relevant to employees' roles. These opportunities for learning and development can help employees enhance their professional capabilities and contribute more effectively to the company's success.

4 Individual training programs

4.1 Types

- Training programs may include workshops, seminars, webinars, e-learning courses, on-the-job training and conferences.
- Training programs will cover a wide range of topics relevant to job roles, technical skills, soft skills, language skills, leadership development, and industry-specific knowledge.

4.2 Training Budget

- The budget is allocated every year to support training and development initiatives based on organisational priorities and available funds

4.3 Training Approval

- Employees will make sure that the chosen education is beneficial for both employees professional growth and for the company.
- After choosing the relevant course/education employees will discuss the necessity with their manager and HR to get a budget approval.
- HR will evaluate the effectiveness of training programs through feedback surveys, post-training assessments, and follow-up discussions with participants and managers.

5   Compliance and Confidentiality

- All training activities will comply with relevant laws, regulations, and company policies.
- Confidentiality of training-related information, including employee performance feedback and assessment results, will be maintained in accordance with company privacy and data protection policies.

6   Policy review

- This Training and Development Policy will be reviewed periodically to ensure its continued effectiveness and alignment with organisational objectives and industry best practices.
- Amendments and updates to the policy will be communicated to employees in a timely manner.

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