



HR Training & Development Policy

Policy owner: HR People & Organisation Development Approval date and body: 11 May 2010 / UCD HR

1. Purpose

- To provide a framework on soft skills training & development, for all employees in the University through the development of each individual and thereby enhancing the individual's and the University's performance
- To highlight the level of service offered by HR People & Organisation Development
- To provide contact details on where to find information on different types of training specific to employees needs within the University

2. Definitions

Soft skills refer to skills such as, management, interpersonal and personal development skills that determine strength as a leader, supervisor, negotiator, conflict manager and project manager.

3. Scope

This policy applies to all employees in UCD who are responsible for their own or others learning and development. It is from the perspective of HR People & Organisation Development and the soft skills training and development provided in the University.

4. Principles

Training and development opportunities are available to all employees across the University. The Equality, Diversity & Inclusion Policy aims to ensure that all members of the University are trained, appraised, given access to relevant work experience, promoted, and otherwise treated on the basis of their relevant merits, qualifications, abilities and experience.

Training and development activities organised by HR People & Organisation Development will usually take place during work time on Belfield or Blackrock campus.

There are many different types of activities that contribute to an individual's personal development and staff are encouraged to consider the range of opportunities available to them. Some activities are undertaken with the specific aim of enhancing skills and/or imparting information e.g. attending a seminar or training programme, reading, work-shadowing and mentoring. Other activities offering the potential for development, may arise in the course of normal work activity e.g. being involved in a secondment or project where the individual acquires new skills or knowledge or discussing how to deal with a particular problem with a colleague.

4.1 Key HR People & Organisation Development services:

- Orientation
- UCD Performance for Growth
- UCD People Development programmes
- UCD Skills seminars
- Wellbeing seminars
- Pre-retirement Planning
- Training Review Analysis
- Policy Development
- Leadership Development
- Mentoring
- Facilitation and Administration
- Coaching

5. Roles and responsibilities

HR People & Organisation Development forms part of the HR People Development and Organisation Effectiveness Directorate. As part of its ongoing commitment to the development of staff in the University, HR People & Organisation Development provides soft skills training programmes for all staff.

Alongside development initiatives HR People & Organisation Effectiveness provide one and two hour skills seminars and wellbeing seminars for all staff covering topics such as financial management, pensions, information compliance and work/life balance. These programmes are requested directly through the People Development Booking Centre https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=TRAINING. Job specific or non-standard training can also be provided once an analysis of the type of training requested has taken place.

5.1 Funding for Training & Development

The budget for HR People & Organisation Development is managed within the HR People Development and Organisation Effectiveness Directorate. The cost for HR People & Organisation Development programmes is covered by the HR budget and there is no charge to the individual/school/unit for programmes offered by HR People & Organisation Development. However, a cancellation fee does apply in certain instances to those who confirm they are attending a programme and then cancel up to 10 days prior to the programme taking place <http://www.ucd.ie/peopledevelopment/> for further information.

All University Schools and Units have independent budgets, and these can be used to support specific and specialised training and development requests within the school/unit with authorisation from the Head of School/Unit.

The University covers some of the cost of training through the internal training provider network (central funds) but it is recommended that a percentage of the school/unit budget, indicatively 1% be also set aside for specific training requests that cannot be met by the internal training providers.

6. Related documents

Policies

- Staff Fee Concessions Policy
- The Conference Allowance Policy
- The Study and Exam Leave Policy
- Performance for Growth Policy
- Equality, Diversity & Inclusion Policy

Further Information

- For further information on the services and support provided by HR People & Organisation Development and to access the People Development Booking Centre please visit the website <http://www.ucd.ie/peopledevelopment/>
- Performance for Growth Website – accessible through the UCD HR Website <https://www.ucd.ie/hr/>
- UCD HR Website <https://www.ucd.ie/hr/>

7. Version history

Version 1 11 May 2010

Version 2 5 March 2019 Updating area name and associated websites and email address
Removing references to PMDS and including reference to P4G