

## **Staff Professional Development Policy**

### **1. Purpose**

The Staff Professional Development Policy aims to promote continuous learning and professional growth among staff members. This policy supports the institute's mission to deliver high-quality education by ensuring that staff are well-trained and up-to-date with the latest developments in their fields.

### **2. Scope**

This policy applies to all full-time and part-time staff members at the Sultan Institute of Management Training .

### **3. Objectives**

- Enhance staff skills and knowledge.
- Support career advancement and personal growth.
- Foster a culture of continuous improvement and excellence in teaching.

### **4. Professional Development Opportunities**

- Workshops and Seminars: Staff are encouraged to attend relevant workshops and seminars.
- Online Courses: Access to online courses and webinars in relevant fields.
- In-House Training: Regular in-house training sessions on new technologies, teaching methods, and industry trends.
- Certifications and Further Education: Support for obtaining additional certifications or pursuing higher education.

### **5. Funding and Reimbursement**

- The institute provides partial or full reimbursement for approved professional development activities, including course fees and travel expenses, subject to budget availability.
- Staff must submit a request for funding approval before enrolling in external courses or events.

### **6. Time Off for Professional Development**

- Staff may be granted paid time off to attend professional development activities, subject to prior approval from their supervisor.

### **7. Evaluation and Feedback**

- After participating in professional development activities, staff members are required to provide feedback and share key learnings with their colleagues.

- The effectiveness of the professional development program will be reviewed annually to ensure it meets the needs of staff and the institute.

#### 8. Responsibilities

- Staff Members: Identify personal development needs, seek opportunities, and participate actively.
- Supervisors: Support and guide staff in their professional development efforts.
- Professional Development Committee: Oversee the implementation of this policy and approve funding requests.