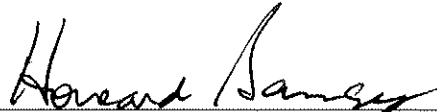


LEARNING & DEVELOPMENT POLICY

VERSION CONTROL		
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LEARNING AND DEVELOPMENT POLICY

1. Purpose and objectives

- 1.1 The purpose of the Learning and Development Policy is to set out the principles and modalities governing learning and development of GGGI staff members in order to develop the skills and competencies as a means to enhance their performance in meeting the needs of the organization.
- 1.2 The objectives of the policy are as follows:
 - a. To provide appropriate training opportunities to address the professional development needs of staff members and support the GGGI in fulfilling its mandate;
 - b. To assist and encourage staff members to develop and enhance their skills, knowledge and competencies and contribute to their professional growth;
 - c. To enable the GGGI to attract, retain, motivate and develop its staff;
 - d. To create a positive work environment and greater staff satisfaction and commitment.

2. General Principles

- 2.1 Learning and development are a shared responsibility of the GGGI, its managers and each individual staff member.
- 2.2 The priorities of the policy are aligned with the GGGI needs, identified on the basis of program priorities and the assessment of individual needs and development goals related to current and future work in GGGI.
- 2.3 Staff members are encouraged to demonstrate an active commitment to continuous learning by assisting their managers in determining their learning and development needs, particularly in the context of performance management, and in applying and sharing the skills gained from learning and development activities.
- 2.4 Learning and development programs include:
 - a. Corporate programs, which are organized centrally under the authority of the Deputy Director-General for Management and Administration and are within budgetary provisions;
 - b. Staff initiated programs. Staff members with contacts to other sources that they believe may be useful to other staff members. Staff members are welcome to organize means of spreading knowledge including courses, seminars, and roundtables.
 - c. Individual programs, which are designed after discussion between individual staff members and their managers and are under the authority of the relevant Deputy Director-General and/or director and are

consistent with Human Resources policies and financial resources availability;

d. Education assistance.

- 2.5 Staff members and managers are also encouraged to think of learning and development in the broadest sense, including:
- a. Participation in self-study programs, such as professional reading, e-learning, on-line research and training programs;
 - b. One-to-one learning, such as cross-training provided by colleagues, career counseling, coaching, mentoring and knowledge-sharing;
 - c. Training through experience, such as on-the-job training, assignments, missions, team projects and task-based training.

3. Corporate programs

- 3.1 Corporate programs are delivered to groups of staff members by specialists retained by the GGGI. Corporate programs include:
- a. Communication skills, such as written and oral presentation, and report writing;
 - b. Language courses consistent with primary language of the institution and those that will assist staff members in their duty station;
 - c. IT/computer skills;
 - d. Topics of general relevance to staff, such as performance management, policy against harassment, and adjustment to cultural differences in an international environment; and
 - e. Management courses.
- 3.2 Corporate programs for GGGI staff are funded by the GGGI within budgetary limits.

4. Staff-initiated Programs

- 4.1 Proposals for programs may be sent to Human Resources to agree terms with the proposal and authorize use of GGGI facilities where appropriate.

5. Individual programs

- 5.1 A staff member and his or her supervisor may request financial assistance from the GGGI to attend an individual program that may be for training and development of skills that are job-specific or may be of a more general nature, provided the program is consistent with the objectives of the policy.
- 5.2 Approval of the request is subject to the availability of budgetary resources. The GGGI's maximum contribution towards an individual program is 2,000 US dollars a year.

6. Education assistance

- 6.1 The GGGI does not fund degree programs as such, but may provide support towards such a program at the request of a staff member when it is consistent with the objectives of the policy.
- 6.2 Approval of the request is subject to the availability of budgetary resources. The GGGI's maximum contribution towards education assistance is 2,000 US dollars a year.
- 6.3 100 US dollars per year towards a professional subscription will be provided subject to the availability of budgetary resources.

<p style="text-align: center;">GUIDELINE: STAFF TRAINING REQUEST</p>

SECTION I – PURPOSE

GGGI staff members are encouraged to continuously develop their skills and competencies as a means to enhance their performance in meeting the needs of GGGI.

SECTION II – SUMMARY OF COURSE OR PROGRAM

Specify the details of the course or program including the information on expenses. Course or program agenda should be attached with this form.

SECTION III – JUSTIFICATION

Describe how the training will help you in your GGGI career. Please be specific as to expected skills knowledge and/or professional development.

SECTION IV - FUND ALLOCATION REQUEST

GGGI will reimburse the cost up to USD 2,000 per year. The reimbursement will be made at the successful completion of a unit/seminar/course activity. You will need to provide necessary documentations such as; course work, degree, certificates, invoices and etc.

SECTION V – REVIEW AND APPROVAL

Submit the request and documentation to HR prior to the course commencement.

STAFF TRAINING REQUEST

SECTION I. STAFF INFORMATION

Name: _____ Date of Request: _____
 Division: _____

SECTION II. SUMMARY OF COURSE OR PROGRAM

Face to Face / Online

Brief Description of Program:

Requested support (KRW USD)

Total	(Maximum USD 2,000 per year)
Other Remarks	

* Please attach course or program agenda for more details.

* Travel Costs are not covered

SECTION III. JUSTIFICATION

Need for Training

(Describe how this training will help you with your job. Please be specific as to expected skills knowledge and/or professional development.)

SECTION IV. PAYMENT DETAILS

Pay to (Beneficiary Name)	
Bank Name	
Account No.	
IBAN/SWIFT CODE	

SECTION V. REVIEW AND APPROVAL

	<i>Signature</i>	<i>Date</i>
Supervisor/Head of Dept./Div. Head	_____	_____
HR	_____	_____
Deputy-Director of M&A	_____	_____