



## EMPLOYEE TRAINING AND DEVELOPMENT POLICY

NWH Group Limited  
Reviewed- January 2026

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### 1. Purpose

The purpose of this Employee Training and Development Policy is to outline the NWH Group's commitment to fostering a culture of continuous learning and professional development. We believe that investing in our employees' skills and knowledge enhances individual and organisational performance, contributing to our overall success.

### 2. Training and Development Philosophy

The NWH Group is committed to providing opportunities for employees to acquire and develop skills that contribute to their professional growth and align with the company's strategic goals. We recognise that ongoing learning is crucial for staying competitive, fostering innovation, and ensuring a motivated and skilled workforce.

### 3. Training and Development Initiatives

#### a. Orientation and Onboarding:

All new employees will undergo a comprehensive orientation programme to familiarise themselves with the NWH Group's values, culture, and policies.

Department-specific onboarding will be provided to ensure a smooth integration into the team.

#### b. Skill Enhancement:

The NWH Group will identify key skills necessary for employees to excel in their roles and provide relevant training programmes.

Employees will be encouraged to participate in skill-specific workshops, seminars, and online courses.

#### c. Leadership Development:

Our company is dedicated to nurturing and developing our future leaders. We will provide employees who show leadership potential with the necessary programs and resources to help them grow. In order to ensure that future leaders are chosen fairly, the JDI (Judge, Drive, and Influence) Model will be used. This model aims to select future leaders based not only on their past performance but also on their potential for the future.

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### **d. Technical and Industry-Specific Training:**

The NWH Group will invest in training programmes that enhance technical competencies and industry-specific knowledge.

### **e. Performance Improvement Plans:**

At the NWH Group, we are committed to helping our employees excel in their roles. We believe that everyone has the potential to achieve greatness, and we are here to support them every step of the way. By identifying performance gaps and providing personalised training plans, we empower our employees to improve their skills and reach their full potential. We understand that success is not just about achieving goals, but also about how we achieve them. That's why we measure employee performance based on both *what* they achieve and *how* they achieve it

## **4. Training Delivery Methods**

The NWH Group employs various training delivery methods to ensure a comprehensive and flexible approach to employee development. These methods may include, but are not limited to, in-person workshops, online courses, conferences, mentorship programmes, and on-the-job training. The selection of the method will depend on the nature of the training and the learning preferences of employees.

As part of our commitment to providing diverse learning opportunities, the NWH Group is proud to partnership with 'Skill Scotland' to offer employees access to a wide range of online learning resources. This partnership aims to support employees not only in the field of their current job roles but also to encourage learning and development beyond their immediate responsibilities.

Additionally, the NWH Group has partnered with Edinburgh College to deliver specialised courses and bespoke training programmes for our staff. This strategic collaboration ensures that our employees access high-quality, industry-relevant education to enhance their skills and knowledge.

## **5. Training Investment**

The NWH Group is committed to allocating resources for training and development initiatives. This includes budgetary provisions for external training programmes, hiring of qualified trainers, and investment in training materials and technology.

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### 6. Employee Responsibilities

Employees are expected to actively participate in training and development opportunities provided by the NWH Group. This includes preparing for and attending scheduled training sessions, completing assigned coursework, and applying new knowledge and skills in their roles.

The NWH Group takes pride in investing in the growth of its people and encourages employees to progress within the organisation. In instances where the company has funded specific training with a commitment from the employee to stay within the business for a specified duration, the NWH Group reserves the right to reclaim the training costs if the employee chooses to leave before fulfilling the agreed-upon timeframe. The details of such agreements will be clearly communicated to the employee prior to the commencement of the training.

### 7. Monitoring and Evaluation

The effectiveness of training programs will be regularly monitored and evaluated. Feedback from participants will be collected to improve the quality of future training initiatives. Additionally, part of the evaluation process will involve ongoing discussions during *everyday conversations* between employees and their line managers. This approach aims to ensure that the application of newly acquired skills and knowledge is seamlessly integrated into daily work activities, providing valuable insights for continuous improvement.

### 8. Policy Review

This policy will be reviewed annually to ensure its relevance and effectiveness in supporting the NWH Group's employee training and development commitment.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

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