

LONG REEF GOLF CLUB (LRGC)

STAFF TRAINING AND DEVELOPMENT POLICY

1. PURPOSE

LRGC recognises the importance of training and developing its staff and understands that its employees are a key factor in its success as a business. It therefore, encourages its staff to be continually improving their skills and abilities through both internal and external training.

LRGC acknowledges that training and development of staff provides benefits both to its employees in terms of their overall career but is also central to LRGc's success as a business.

This policy sets out what LRGc may offer employees through development and training opportunities aimed at promoting the growth of individuals and achieving success for the Club.

2. SCOPE

This policy applies to all employees of LRGc. This policy does not form part of any employee's contract of employment.

3. TRAINING

LRGC may require staff to undertake specific training related to their current position, or as a prerequisite for performing a separate role in the organisation. Any such training may be carried out internally or externally.

Training opportunities may also arise from a staff member's performance review. LRGc encourages employees to propose suggestions for employment related training to assist their development.

Upon application to the General Manager, the Board will consider re-imburement for any or all of any course fees paid by the employee.

4. STAFF DEVELOPMENT

Individual staff training and development needs to be discussed with the staff member's supervisor and General Manager. This process is designed to:

- Encourage constructive discussion between staff members and management
- Enhance the staff member's professional development
- Clarify job responsibilities and performance goals/expectations
- Establish appropriate development and performance objectives
- Help staff identify a possible career path
- Identify ways in which LRGc may be able to assist individual staff members improve their performance
- Provide a basis for decisions on remuneration

5. WHAT LRGC OFFERS

LRGC may offer any of the following opportunities for staff development:

- Various degrees of support in the development of staff members both internal and external
- The opportunity to development new capabilities relevant to their employment at LRGC – which in turn will enhance career prospects both within and outside the Club
- Attendance at seminars or conferences that may benefit the development of the employee’s knowledge of the industry
- To participate in a staff development review process to assist in the training of current and future staff.

6. WHAT LRGC EXPECTS FROM THE STAFF MEMBER

LRGC expects that staff will:

- Develop skills and capabilities which are aligned to LRGC’s strategies and expectations
- Participate in staff development reviews
- Provide progress reports or learning summaries on the training undertaken
- Take personal responsibility to update their specific expertise on a regular basis, as appropriate to the nature of their position
- Contribute to staff development
- Commit a period after the training course is completed to remain employed at LRGC – to be discussed with the General Manager.
- If the staff member fails to complete the training course, the Club may ask the employee for re-imburement for any fees paid by the Club.

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