

Our guideline for training courses

The aim of FIMA Maschinenbau GmbH's training guideline is to promote the continuous development and qualification of employees. Training measures are intended to expand the professional and social skills of employees, increase the efficiency and quality of work and ensure the company's ability to innovate.

Scope of application

This guideline applies to all employees of FIMA Maschinenbau GmbH, regardless of their position or department.

Definition

- *Needs-based training:* Training measures are offered based on the individual needs of the employees and the strategic goals of the company.
- *Access for all:* all employees have equal access to training measures to improve their professional skills.
- *Professional and personal development:* the training courses include both professional development and the promotion of social and personal skills.
- *Various formats:* training formats can be carried out in person or online.

Responsibilities

- *Management:* the management ensures that the training budget is sufficient and that the strategic orientation of the training is in line with the company's objectives.
- *HR department:* the HR department monitors and documents participation in the training courses (training plan). The training is also evaluated afterwards.
- *Managers:* Managers are responsible for identifying training needs in their teams and support participation in training programs.
- *Employees:* Employees are responsible, together with their line manager, for finding out about suitable training courses when training is required, actively participating in training measures and applying their newly acquired skills in their day-to-day work.

Application

Identification of training needs

- *Employee appraisals:* training needs are regularly identified as part of employee appraisals and target agreements.
- *Feedback:* Feedback from managers, employees and areas for further development identified in performance appraisals are incorporated into training needs.
- *Company needs:* Training is also offered based on strategic goals and changes in the company (e.g. new technologies, market requirements).

Types of training measures

- *Professional training*: this includes everything required to improve professional qualifications, e.g. IT training, seminars on specialist topics or language courses.
- *Soft skills*: This includes training in communication, teamwork, conflict resolution, leadership skills or time management.
- *Compliance training*: Employees are regularly informed about legal requirements and internal guidelines, such as data protection, occupational safety or ethics guidelines.
- *Onboarding training*: new employees receive a comprehensive introduction to the company, the corporate culture and the specific work requirements. This is set out in writing in our induction plan.
- *E-learning*: online training courses and webinars for flexible further training.

Planning and implementation of training courses

- *Annual training planning*: at the beginning of each year, an overview of planned training measures is drawn up to cover the various requirements.
- *Individual further training*: at the request of employees, individual training measures and further training courses can also be organized that are tailored to personal development goals.
- *External training*: the company can promote participation in external seminars, conferences or workshops if this is relevant to professional development.

Funding and resources

- *Training budget*: an annual budget is made available for training measures. This budget is determined on the basis of the company's turnover and strategic orientation.
- *Assumption of costs*: the company assumes the costs for participation in internal and external training courses, insofar as these are in line with the corporate strategy. In the case of voluntary and non-work-related training, employees can bear part of the costs themselves.
- *Release from work*: Employees who take part in training courses are released from their regular work for the duration of the course.

Documentation and evaluation

- *Participation documentation*: all training measures are documented by the HR department. Employees receive a certificate of attendance after completing a training course. A copy of the confirmation is subsequently forwarded by the participant to the HR department for internal documentation.
- *Evaluation*: feedback is obtained from the participants after each training measure in order to assess the quality and benefits of the training. This feedback is incorporated into the planning of future training courses (see FO041_Training evaluation).

Final provision

Employees and managers can provide feedback on training measures at any time. The training guideline is regularly reviewed and adapted to meet the changing requirements of the company and its employees.

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Signature:  _____

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