

Training & Development Strategy Document

Example Headings

1. Executive Summary + Statement of Purpose
2. Organisational drivers:
 - Mission
 - Critical Success Factors
 - + potentially
 - Values & Beliefs, if applicable
 - 'Core' Competencies
3. Policy stating:
 - How training & development will support the organisation
 - Expectations of line management
 - Expectations of employees
 - Expectations of a centralised and / or de-centralised Training & Development function + the services which they will provide
 - Support provided to employees who pursue external programmes leading to recognised qualifications (see also 7.)
4. Brief description of the competency architecture, if applicable
5. Main organisational objectives and their implications for training & development
(including major external impacts on the organisation)

continued

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continued

6. Objectives for the Training & Development function(s):

- Priority activities to support the organisational objectives
- Priority activities to support key competency development needs
- Ongoing services and programmes
- Step-out projects / activities:
 - e.g. - establishment of a Learning Resource Centre
 - addressing major external impacts on training & development specifically
- Development needs of own staff
- + standards of performance / success criteria for all the above

7. Planned links to external standards

8. Resources required: people, budget, physical infrastructure / equipment

9. Roles and responsibilities