



QUALITY HOSPITALITY
ADELAIDE CATERING

Personal Development Policy

Quality Hospitality recognises that the training and development of its team is the key to the continual success of the organisation. It is the policy of **Quality Hospitality** to ensure that as far as it is practicable, adequate resources are available to provide a continuous program of training for all staff. In return all **Quality Hospitality** staff should recognise the need to develop and update skills and knowledge on a continuous basis, and undergo training with a positive and flexible outlook.

The aim of this policy is to ensure that all employees plan the training and development that is required to equip them with the knowledge, skills and attitudes necessary to meet both current job objectives and future development needs. This policy will ensure that training is planned and delivered to meet high standards of quality.

Principles of Personal Development

1. It should be continuous because professionals should always be seeking to improve performance
2. It should be owned and managed by the individual learner
3. It should be driven by the individual learner's current state of development
4. It should have clear learning objectives that aim to satisfy individual and organisational needs
5. It should be seen as an essential part of professional life

Benefits of Personal Development

- Provides a template and a way of thinking to manage your own self-development needs
- Enables you to become a better learner - developing reflection skills for now and in the future at work
- Enables effective transfer of ideas from courses to workplace
- Helps with career advancement/development by compiling a list of achievements