Table of Contents

1 Purpose .................................................................................................................................................. 2
2 Eligibility................................................................................................................................................ 2
3 Policy ...................................................................................................................................................... 2
4 Implementation ...................................................................................................................................... 2
5 Roles and Responsibilities: .................................................................................................................... 3
   5.1 HR Office ........................................................................................................................................... 3
   5.2 Respective HoD .................................................................................................................................. 3
6 Related Policy Documents: .................................................................................................................... 3
7 Forms ....................................................................................................................................................... 4
   7.1 Training Evaluation Form ................................................................................................................... 4
   7.2 Post Training Evaluation Form ......................................................................................................... 5

Version 1: March, 2015
Policy # LUMS/HR/002/15
1 Purpose
   1. Trainings at LUMS are instructional programs and experiences designed to help employees become more efficient professional workers, and to equip them with the knowledge and skills that improve their career advancement opportunities and to address performance/behavioral gaps.

2 Eligibility
   2. All administrative employees are eligible to attend trainings.

3 Policy
   3. HRD will organize trainings on need basis.
      a. Primary source of needs analysis will be Annual Appraisals. HoD can also identify technical trainings for its staff and will inform HR during the review cycle for proper allocation of budget.
   4. Time away from work for attending approved training program will be considered work time.
   5. Employee will be informed once registered for a training.
   6. It is mandatory for employees to attend the training session once registered. In case of withdrawal from nomination, employee has to inform HRD one week prior to the training date after registration/confirmation. If an employee fails to inform HRD on time, employee will not be enrolled for any trainings by HRD within same fiscal year and training expense penalty may also be imposed on the employee.
   7. HRD can approve/disapprove any training recommendation based on training need, relevance and budgets.
   8. For trainings conducted in external venues, employee needs to provide copy of the training certificate for HR Records along with training content/brochure/outline provided by the trainer.
   9. REDC Trainings are provided to LUMS employees at 50% discount.
      a. For REDC Training, employee will be informed after HoD’s consent.
      b. Employee shall fill in training form and submit it to HRD.
      c. HRD will carry out the enrollment formalities.
   10. Post Training evaluation will be conducted after 3 months of training and it will be HoD’s responsibility to submit the form to HRD within 15 days.

4 Implementation:
   a. This policy is effective from April 15, 2015.
5 Roles and Responsibilities:

5.1 HR Office
   a. Conduct Annual TNA
   b. Enroll employees in training when required
   c. Hire/ arrange external trainers
   d. Post Training Evaluations

5.2 Respective HoD
   a. Assist HRD in TNA
   b. Timely provision of post training evaluations

6 Related Policy Documents:
   a. Training Evaluation Form
   b. Post Training Evaluation Form
7 Forms

7.1 Training Evaluation Form
7.2 Post Training Evaluation Form

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Department</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Title</td>
<td>Trainer(s)</td>
<td>Training Date</td>
</tr>
</tbody>
</table>

- **Was training relevant to employee’s job?**
  - YES [ ] NO [ ]
- **Did training contribute to professional development?**
  - YES [ ] NO [ ]
- **Do you see improvement in employee’s behavior after training?**
  - YES [ ] NO [ ]

**Kindly rate the impact of training on job performance**

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Above Expectation</th>
<th>Met Expectation</th>
<th>Did not meet Expectation</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Kindly rate impact of training on employee’s skills**

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Above Expectation</th>
<th>Met Expectation</th>
<th>Did not meet Expectation</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Kindly suggest more trainings (if required)**

**Would you recommend this course to any of your other resources? Kindly specify**

**Kindly suggest improvements in training process or trainings**

**Supervisor Name**

Signature with date