
Policy # LUMS/HR/002/15

LUMS Administrative Staff Training Policy

Version 1.0

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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



LAHORE UNIVERSITY OF MANAGEMENT SCIENCES
LUMS STAFF TRAINING EVALUATION FORM

Name	Department	Email ID
Training Title	Trainer(s)	Training Date

Section 1: Course Evaluation
1. Overall I am satisfied with what I learnt in this training. (Disagree) 1 2 3 4 5 (Agree)
2. My level of satisfaction with workshop content and structure is. (Dissatisfied) 1 2 3 4 5 (Satisfied)
3. The duration of training was sufficient to learn the course objectives. (Disagree) 1 2 3 4 5 (Agree)
4. This training will enhance my job performance (Disagree) 1 2 3 4 5 (Agree)
Please list two examples of how you can apply what you have learnt to your job
1.
2.
Section 2: Trainer Evaluation
1. How would you rate the overall conduct/performance of the trainer(s). (Poor) 1 2 3 4 5 (Excellent)
2. What was your level of satisfaction with the trainer(s)?
a. Experience/Knowledge of the topic(s)? (Dissatisfied) 1 2 3 4 5 (Satisfied)
b. Communication Skills? (Dissatisfied) 1 2 3 4 5 (Satisfied)
c. Effective use of teaching material (handouts, white board, etc)? (Dissatisfied) 1 2 3 4 5 (Satisfied)
d. Effective use of technology (Multimedia/Overhead/Projector/Videos/Power Point, etc)? (Dissatisfied) 1 2 3 4 5 (Satisfied)
e. Ability to involve/engage the audience (i.e. audience participation) (Dissatisfied) 1 2 3 4 5 (Satisfied)
Section 3: Additional Comments (If Any)

7.2 Post Training Evaluation Form

 Post Training Evaluation Form		
Employee Name	Department	Email ID
Training Title	Trainer(s)	Training Date
Was training relevant to employee's job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did training contribute to professional development?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you see improvement in employee's behavior after training?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Kindly rate the impact of training on job performance Exceptional Above Expectation Met Expectation Did not meet Expectation Poor 5 4 3 2 1		
Kindly rate impact of training on employee's skills Exceptional Above Expectation Met Expectation Did not meet Expectation Poor 5 4 3 2 1		
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 _____		