



LEARNING, TRAINING AND DEVELOPING POLICY

91.5FM Cooloola Christian Radio Association Inc.

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COOLOOLA CHRISTIAN RADIO ASSOCIATION INC.

LEARNING TRAINING AND DEVELOPING POLICY

WELCOME TO THE 91.5FM TEAM!

Cooloola Christian Radio Association Inc., is committed to building confident, skilled volunteers and encourages staff to enhance skills that not only meet the needs of their current job requirements but to also develop capabilities to meet the future needs of their employment.

Cooloola Christian Radio has an obligation to ensure that all training activities undertaken have a direct impact on skill development, whilst adopting an environment in which individuals can learn and grow.

On this basis, Cooloola Christian Radio Association Inc., has established a Training, Learning and Development Framework that ensures employees have the capability, confidence and developed skills required for their roles and access to opportunities to diversify and become multiskilled.

PURPOSE

The purpose of the Learning, Training and Development Policy is to ensure all components of training are successful for employee's learning experience.

POLICY

Cooloola Christian Radio Association Inc. believes that employee development is a shared responsibility of management and individual employees.

Management is responsible for providing the right resources and environment for employees, to support their growth and developmental needs as valued individuals and collectively as a team.

Cooloola Christian Radio Association Inc.'s learning, training and development policy framework is designed to deliver flexible training to all staff members. 91.5fm recognises that we learn most of what we know about our jobs informally and grow in capability each day through interactions with others.

For successful training and development Cooloola Christian Radio Association Inc. provides:

Required training to meet basic competencies for the job.

- Learning opportunities in every-day activity.
- Explain staff development and encourage staff to develop individual development plans.
- Support for staff when they identify learning activities that make them as asset to the organisation both now and into the future.
- Opportunities for staff feedback.
- Opportunities for staff to attend workshops, conferences, networking, courses, seminars, coaching.
- Job aids to help employees perform their jobs better.
- Give opportunities for job expanding, job rotation and special projects.

Examples include:

- Taking on new role responsibilities.
- Obtaining coaching and informal feedback or direction.
- Actively participating in a project team, collaboration group.
- Participating in external networks, professional bodies.
- Participating in professional training days or activity workshops.

EMPLOYEES

Employees are encouraged to:

- Look for learning opportunities.
- Identify goals
- Look for and participate in developmental activities.
- Give feedback.

ANNOUNCING

Your purpose as an announcer is to provide good, wholesome **CONVERSATION, INFORMATION**, not **PREACHING**. Remember that swearing (in any form) on-air is not permitted. **Speech should always have a smile in it and should not contain swear words or take God's name in vain. Maybe a good idea to stay away from hot topics.**

Time spent with your listeners should be interesting and should encourage participation, e.g. Facebook. Have subjects that universally interest others eg raising families today, tips on how to grow the best vegies. Ask for tips via Facebook.

Keep the pace of your speaking easy, not too slow and not too fast. **Don't wizz you listeners out!** At this easy pace you won't trip yourself up, slur words and muddle.

Remember the most important point is to enjoy yourself and relax.