

# MONDO INTERNATIONAL ACADEMY



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## TRAINING AND DEVELOPMENT POLICY

The Mondo International Academy. (further MIA) regularly reassesses its level of investment in staff training and development to ensure not only that adequate resources are provided, but also that training and development activities benefit staff as well as the College. The goal of Mondo International Academy is to ensure that:

- Each employee understood what his job included.
- Each employee is trained as needed to enable them to further their job goals.
- Employees are trained and equipped to deal with change.

MIA believes that effective training and development is beneficial to the individual and contributes to the achievement of MIA's business goals. These benefits include:

- High standard of work performance
- Better understanding and appreciation of factors influencing work performance
- Sharing ideas and disseminating good practice
- Effective change management and implementation
- Building strong and effective teams
- Increased motivation and job satisfaction for individuals
- Professional development

## EQUAL OPPORTUNITIES

MIA is committed to ensuring equality of learning opportunity; hence no staff member will be excluded from learning on the grounds of gender (including gender reassignment), marital status, family status, religious belief, disability, age, racial grounds (race, 2 colour, nationality or ethnic origin), sexual orientation or membership of the traveller community. Part time and fixed term staff members will have equal access to learning and development opportunities appropriate to their role.

## TRAINING AND DEVELOPMENT ACTIVITY

There are many different types of activities that contribute to an individual's development, and employees are encouraged to consider the range of opportunities available to them.

- Some activities are carried out with the specific objective of increasing capabilities and / or disseminating information. These include, for example, attending a seminar or training course, language courses, completing a qualification, or mentoring.

- During normal work activities, other activities may arise that offer development potential. These include, for example, participating in a project in which an individual acquires new skills or knowledge, or discussing with a colleague how to solve a specific problem. In these situations, learning is much greater when the opportunity is predetermined, with an emphasis on identifying general skills or general principles that will be developed and considering how they can be applied in other similar situations.

## **PROFESSIONAL AND SKILLS BASED LEARNING**

MIA prioritizes education focused on areas that:

- Enable MIA to meet its strategic objectives
- They are necessary to generate and maintain revenue
- Enable effective responses to and management of legislative changes
- Ensure that IT skills match business needs
- Ensure that language skills meet business needs
- They are necessary to ensure the provision of quality services
- To enable employees to fulfill their responsibilities in completing continuous professional development
- Enable the development of governance for those responsible for managing people

## **CORE LEARNING**

There are specific areas of training that are essential for all employees.

Basic education will therefore cover the following areas:

### 1. Introductory training

All new employees will receive a timely implementation program, including the introduction of all company concepts. This is an essential part of employee learning and development and integration into the work environment.

### 2. ICT (information and communication technologies)

It is important that all employees are given the opportunity to expand their ICT skills base. The company is committed to ensure that all employees have a competent foundation in the use of ICT in the broader context of their professional roles.

### 3. Health and safety

All employees receive general safety and health training and, where appropriate, job-specific training. Training is provided (S&F Protection, s.r.o.).

#### 4. Equal Opportunities

MIA is an equal opportunities employer, committed to provide equal opportunities to all employees. The Company ensures that appropriate and regular training is given to staff members with regard to equality of opportunity and ensures that Managers and Teachers are aware of their responsibilities and are appropriately equipped through training and development activities Training is provided (LSPA, s.r.o.).

#### 5. Languages

It is important that all staff members have a high level of Language skill. Training are provided by Language School VOLIS after individual agreement with an individual staff member of the academy.

### **PLANNING TRAINING**

Any new training initiatives are planned on the basis of an analysis of the training needs of the Carriere Center, which is responsible for this area. In addition, the MIA undertook to review training initiatives to ensure appropriate training and skills development in specific areas where working practices have changed or new methods are being introduced.

### **ACCESS TO TRAINING AND DEVELOPMENT**

The extent to which educational and development activity can be supported by MIA is considered on the basis of several factors, including:

- Relevance of development is essential to achieve the strategic plan
- Financial expenses
- Hidden costs - including, for example, the amount of working time required to complete a development activity
- Coverage and impact on employees
- The amount of development support for the given period
- Availability of funds in the budget for education and development
- Equality with similar applications.

### **RECORDING**

Carriere is responsible for ensuring that a central record of staff training is established and maintained, and that all teaching and development activities are monitored and evaluated for suitability, efficiency and value for money.

The Academic Director, in collaboration with the Carriere Office, regularly updates the training activities that the employees participated in during the previous period.

All completed training is recorded along with the cost, for example, including; travel and subsistence expenses.

## **EVALUATION**

Training and development activities are evaluated in terms of their effectiveness from the MIA's point of view as well as from a personal point of view.

It is evaluated in several ways:

The assessment begins at the beginning of the training cycle, which is from October to January, and from March to June, by setting evaluation criteria for the course and for the individual at the stage when training is required or when staff are invited to training.

The staff member and the academic director should also agree on how the training will be implemented in practice and what possible support will be needed to carry out the training. This may mean, for example, identifying specific work tasks or projects in which new knowledge can be used and practiced.

After completing any internal or external course, the employee fills in the course evaluation form. The analysis of the collected evaluation forms will be performed by the Carriere Office and used in the overall evaluation of the training and development.