

## Training Plan for Staff and Volunteers at Meadowgreen Co-op

Meadowgreen Co-op recognises the value and importance of providing opportunities to all its staff and volunteers to develop their job-related knowledge and skills, and expects that with development and training, individual effectiveness will increase and they will make a richer contribution to the work of their community in support of Meadowgreen Co-op.

Meadowgreen Co-op also recognises that, as an organization concerned with the community, it has a special responsibility to encourage and support learning for all employees and volunteers.

It is Meadowgreen Co-op's policy to provide sufficient development and training to ensure the implementation of the co-op's policies designed to meet its obligations as an employer.

It is Meadowgreen Co-op's policy to provide induction training for all staff new to Meadowgreen Co-op, to help them understand how the function of their job relates to Meadowgreen Co-op's role within the housing sector and how it relates to Meadowgreen Co-op. Induction training must also ensure an understanding of individual responsibilities in the workplace.

It is Meadowgreen Co-op's policy to make sure that each Board of Director receives an orientation and attends educational workshops and education offered throughout their term of service on the Board.

It is Meadowgreen Co-op's policy to provide and support further development and training on a yearly basis to maintain and enhance the standards of performance.

## MEADOWGREEN'S RESPONSIBILITIES

Meadowgreen Co-op will contribute to the cost of and will allow time off for external workshops undertaken by staff, Board Members and volunteers.

Meadowgreen Co-op will allocate funds to allow education and training to be undertaken by staff and volunteers in the budget. Other training funds will be considered alongside other demands on Meadowgreen Co-op's budget.

Meadowgreen Co-op will seek to foster staff and volunteers' development and training by seeking the following resources:

CHF Canada, The institute of Housing Management, ONPHA, and workshops offered by Niagara Regional Housing, Annual AGM's and job related on line courses.

No individual will be excluded from training on the grounds of disability, gender, marital status, sexual orientation, religious belief, political opinion, race or cultural origin, age or any other criteria which could be deemed to be discriminatory or divisive.