



DHAKA COMMUNITY HOSPITAL TRUST

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HR Policies & Employment Legislation (Details in DCHT website)

Training & Development Policy

Dhaka Community Hospital Trust will give employees adequate training to do their job safely and competently. Dhaka Community Hospital Trust believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training and courses. Safety training takes precedence.


Dhaka Community Hospital Trust Commits to providing every employee with 10 training days annually.

PROCEDURES:

After joining a new staff they are introduced & trained their duties & policies of organization by several training.

- i) Induction training: By this training new staff trained about the policies of organization & their duties in organization. This type of training conduct before start working in organization.
 - ii) Ongoing Training: This type of training occurs on job.
 - iii) Professional training: These are the special training to increase the capacity & skill of the staff.
 - iv) Refreshment training: Periodically this type of training occurs to refresh the existing knowledge about the policy & duties of the staffs.
- Monitoring: By Monitoring department DCHT regularly monitor the activity of its staff & find out the gaps of organization.
 - Evaluation: DCHT yearly evaluate the performance of its staffs.

APPROVED


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