



## **National Institute of Social Development Policy on Human Resources Development**

**Policy Title:** Policy on Human Resources Development

**Policy Number:** 08

**Functional Area:** Human Resources

**Effective Date:** 11.07.2024

**Approving Authority:** AAB & the Governing Council, National Institute of Social Development

**Administrative Responsibility:** DG, ADG, DAF, Directors, Heads of Departments/Units

### **8.1. Rationale & Purpose:**

A competent and motivated workforce is essential for the National Institute of Social Development (NISD) to achieve its mission and vision. This policy is formulated to ensure that employees, both academic and non-academic, possess updated knowledge, skills, and motivation to perform their duties effectively. By providing systematic and structured opportunities for learning and development, this policy aims to enhance employee performance and prevent counterproductive outcomes.

### **8.2. Specific Objectives of the Policy on Human Resource Development (HRD):**

- 8.2.1 Uphold the vision, mission, goals, and values of the NISD.
- 8.2.2 Provide relevant training and development to enhance task performance, citizenship performance, and prevent counterproductive performance.
- 8.2.3 Ensure accessibility and availability of training practice and development opportunities for all employees.
- 8.2.4 Ensure efficient and effective utilization of resources allocated for HRD.
- 8.2.5 Maintain consistent and uniform HRD activities, processes, and practices across all units of the NISD.

8.2.6 Foster a culture of continuous learning to maximize employees' work-related knowledge, skills, attitudes & mind-set.

8.2.7 Facilitate internal job mobility and fill job openings internally.

### **8.3. Scope:**

This policy encompasses every employee at the National Institute of Social Development.

### **8.4. Definitions:**

This policy includes various types of training and development programs:

8.4.1 Induction Training

8.4.2 Job-Related Training

8.4.3 Management Competencies Training

8.4.4 Professional Development

8.4.5 Lifelong Learning

### **8.5. Policy Statement:**

NISD is committed to enhancing the knowledge, skills, competencies, and attitudes of its employees without discrimination. The following key points outline the implementation and management of HRD:

8.5.1 Needs Assessment: No training or development program is initiated without a thorough needs assessment to ensure relevance and effectiveness.

8.5.2 Institute-Level Training Needs: A systematic biennial review is conducted to identify NISD -level training needs based on human resources analysis, climate indexes, and efficiency indexes.

8.5.3 Job-Level Training Needs: A systematic biennial review is conducted to identify job-level training needs based on job analysis information.

8.5.4 Individual-Level Training Needs: An annual review is conducted to identify individual-level training needs based on performance evaluation, self- assessment, and training requests.

8.5.5 Prioritization of Training Needs: Identified training needs are prioritized based on

limited resources and administrative feasibility, taking into consideration the concerns of heads, ADG, and the DG.

8.5.6 Formulation and Implementation of Training Programs: Relevant training programs are formulated and implemented with established objectives, evaluation criteria, and other related decisions.

8.5.7 Implementation Oversight: Implementation of training programs is overseen by relevant units, ensuring successful execution.

## **8.6. Keywords:**

8.6.1 Success Evaluation: Evaluation of training success is conducted through pre-post-measure design, including reaction, learning, behavior, and results assessment.

8.6.2 Self-Learning Responsibility: Each employee is responsible for self-learning and development, actively seeking opportunities and participating in offered programs.

8.6.3 Management Responsibility: Heads and deans are responsible for the management of training and development functions, while the institute oversees the overall HRD management.

## **8.7. Note:**

This comprehensive policy on human resources development underscores the institute's commitment to fostering a culture of continuous learning and development among its employees, ensuring alignment with organizational objectives and fostering employee growth and success.