

Training and Development

PURPOSE

The purpose of this process is to ensure that an effective procedure exists for the training and development requirements for each staff member of UL Global (ULG).

PROCEDURE

Line managers organise induction [for new employees](#) within ULG. This initial training, as well as any future training, is captured in the Performance and [Development Review \(PDR\)](#). All new staff are required to attend a Workshop (PDR Reviewee) offered by the Human Resources Division which introduces the system as it operates in UL. An Induction Coordinator is assigned to each new staff member.

All staff are encouraged to participate in training offered and organised [by the UL Human Resources Division](#). UL Global will request specific training when a need is identified at individual or team levels. An [Excel file capturing all staff training is stored on SharePoint](#), with comments from staff on the value and effectiveness of the activity. Training is a standing agenda item at the ULG monthly meetings providing the opportunity to discuss feedback and training needs.

All staff are actively encouraged to participate in Erasmus+ [staff-training](#) events with peers across Europe, or undertake job shadowing. The visits aim to gain and exchange best practices and procedures with partner universities.

Performance Development Review System (PDRS)

The [Performance Development Review System \(PDRS\)](#) has been updated in order to streamline the process. This new Policy has been developed to support the University of Limerick's approach to Performance and Development Reviews. UL aims to empower staff to deliver their best, fulfil their potential, and contribute positively to the organisation's ambitious future. The PDR system is a key tool for fostering transformative and supportive conversations between individuals and their managers, thereby ensuring ongoing employee engagement and supporting the delivery of the University's strategic priorities.

This Policy is one of several changes in relation to PDRs. The changes also include a new online system which will help to support this in a more dynamic way, allowing for real-time updates throughout the year. The content of the PDR online forms has also been reviewed and revised. This Policy will be

supported by PDR Guidelines for Reviewers, PDR Guidelines for Reviewees, FAQs, and changes to the training programmes to support Reviewers and Reviewees.

RECORDS

All records are stored on SharePoint for the time required by the process. ULG operates in accordance with the [University's Records Management and Retention Policy](#). Any personal data that is used as part of this process is processed in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018, the [University of Limerick Data Protection Policy](#) and [privacy notices](#).

PROCESS VERIFICATION

At a minimum, the process is monitored for effectiveness and improvement by taking input from internal and external reviews/audits, and staff input at any time.

Revision No.	Date	Approved by:	Details of Change	Process Owner
1	16/06/15	Deputy Director	Initial Release	Dearbhla McNamara
2	16/07/15	Deputy Director	Replace 'Purpose' with 'Process' for 'Process Effectiveness'; include Rev No in footer.	Dearbhla McNamara
3	22/07/15	Deputy Director	Update of Records paragraph	Dearbhla McNamara
4	03/11/2020	Deputy Director	Feedback from Oct 2019 Internal Audit, updating of unit name	Sinead Loughran
5	08/07/2021	Deputy Director	Wording changed and surplus text removed, new branding added, HR requirements of PDR workshop for new employees added,	Gavin Wilk/Sinéad Loughran
6	19/11/2021	Deputy Director	Minor wording changed, noted where ULG training docs are archived	Gavin Wilk

7	27/03/2024	Deputy Director	Minor wording changed, added relevant links for further information	Gavin Wilk
8	20/03/25	Deputy Director	Human Resources Division website link updated; PDRS section updated to include the new online system	Gavin Wilk