
SISB Public Company Limited
Employee Training and Development Policy

We recognize that the success of SISB is dependent upon the knowledge, skills and abilities of its employees and they need to be continually developed to ensure that each has the opportunity to reach their full potential. SISB is committed to providing a world-class school that provides the students with holistic education, and employee training / development forms a part of that.

Rationale.

- All Staff members are eligible for in-house professional development. Academic staff will have at least 20 hours of PD per year and Non-Academic staff will have at least 10 hours per year.
- Responsibility for staff development shall be jointly shared by individual staff, Department Manager and HR. This is to ensure that training and development meets SISB and department objectives and needs.
- A training budget is set up yearly to accommodate for staff training and development. Staff are able to request for professional training and development that is integral to their role and function. Approval is required.
- Training records are centralized at HR.
- All new staff are required to know about the following topics upon joining.
 - Child Protection
 - PDPA Awareness
 - Cultural awareness (for non-Thai teachers and staff)
 - Fire Drill
 - Lockdown Drill

Procedures

1. HR may from time to time perform Training needs survey with department managers to identify gaps in individual role apart from collecting individual requirements from the annual performance evaluation.
2. Expenses and paid leave for Academic professional conferences, conventions, courses and workshops must be approved by the Principal and shall be limited to 7 working days per academic year.

All management and employees of SISB Public Company Limited and all subsidiaries are responsible for supporting, promoting, and complying with this Employee Training and Development Policy.

This Employee Training and Development Policy has been reviewed and approved by the Board of Directors at the Board of Directors' Meeting on 13 August 2024.
