

**LT GROUP, INC.**  
**EMPLOYEE DEVELOPMENT PROGRAM**  
**POLICY AND PROCEDURAL GUIDELINES**

The Employee Development Program (EDP) is established to cover all developmental interventions and initiatives offered by the Human Resources Office (HRO). It adopts a holistic approach in developing employees to ensure that the development initiatives would reach the right employees.

The EDP focuses on: (1) building the necessary skills for current and future positions; (2) addressing competency gaps; and (3) empowering employees to deal with personal challenges that affect their performance in their current jobs.

## **I. OBJECTIVES**

The EDP aims to:

1. Provide a structured program of development which shall consist of existing and proposed development mechanisms;
2. Provide every employee access to development opportunities suited to his/her identified needs for his/her current position and possible career advancement; and
3. Ensure that the development initiatives would reach the right employees and at the same time, ensure the return-on-investment from these programs.

## **II. COVERAGE**

The EDP shall cover all permanent employees of the LT Group, Inc. ("LTG" or the "Company").

## **III. DEFINITION OF TERMS**

A. **Competency** - refers to the knowledge, skills and attitudes, and the application of such knowledge, skills and attitudes within the occupation or industry level, to the standard of performance required for a position, which are essential for organizational success.

B. **Developmental Intervention** – any structured attempt to improve current and future employee performance and/or competencies by imparting specific knowledge, skills and attitude to an employee, thus increasing an employee's ability to perform. This is an important tool to prepare for the Company's succession planning.

## **IV. PROGRAM FRAMEWORK**

The EDP provides support to LTG officers and employees to enhance their performance and competencies for their current positions and to develop their competencies that could increase their chances for promotion or prepare them for

higher position. The EDP framework organizes the developmental interventions offered by LTG according to the career development stage of an employee. It reflects the key activities or support mechanisms available for each stage as follows:

<b>HR SUPPORT PROGRAMS/ENABLING MECHANISM</b>	
<b>Entry</b> <ol style="list-style-type: none"> <li>1. Organizational Level Orientation</li> <li>2. Department Level Orientation</li> </ol>	<b>Residency</b> <ol style="list-style-type: none"> <li>1. Continuing Education Program</li> <li>2. Professional Membership</li> <li>3. Certificate Course</li> <li>4. Coaching and Mentoring</li> <li>5. Pool of Internal Coaches</li> <li>6. Counselling Services</li> <li>7. Wellness Program</li> </ol>
<b>Establishment</b> <ol style="list-style-type: none"> <li>1. Training on Organizational Competencies - Individual Contributor</li> <li>2. Training on Organizational Competencies - Leadership</li> <li>3. Training on Technical Competencies</li> </ol>	
<b>Advancement</b> <ol style="list-style-type: none"> <li>1. Career Orientation Seminar</li> <li>2. Support to Formal Education</li> <li>3. Growth through Assignment</li> <li>4. Growth through Short Term Experience</li> </ol>	
<b>Exit</b> <ol style="list-style-type: none"> <li>1. Pre-retirement Seminar (if applicable)</li> <li>2. Exit Interview</li> </ol>	

## **V. POLICIES**

### **A. Participation in Training and Other Developmental Programs**

1. Training and development programs shall be relevant to the functions of the unit and employee's duties and responsibilities.
2. An employee must have at least six (6) months tenure prior to attendance to any training, except for foundational training programs.
3. New employees shall complete all foundational training programs within one (1) year from the date of their appointment.

4. Only employees who have completed all the foundational training programs shall be allowed to attend training programs under the establishment stage.

5. For in-house training programs, a Certificate of Completion shall be awarded to participants who have participated in at least 90% of the session and submitted the required output.

6. When necessary, and depending on the program, the Company may cover one-time training fees including registration, examination, transportation, accommodation and personal expenses.

Selected LTG employees may attend technical training programs and/or pursue continuing education, designed to develop and enhance the technical or specialized competencies as may be needed by their profession. This training program may be identified or initiated by their immediate manager for employees performing specialized or proposed by the employee, for the approval and discretion of the immediate manager and/or the Management. This may include, but not limited to bundled trainings, which may be in the form of certificate course, accreditation training program or user's training that comes with the purchase of products and/or services.

## **B. Duties and Responsibilities**

### **A. Employees**

1. Must attend all training and developmental interventions planned for the given year.
2. Submit to HRO within fifteen (15) working days from the completion of the training program a copy of the Certificate of Attendance/Participation/ Completion (only for external training programs), program materials and accomplished training evaluation form.
3. Conduct an echo session to their respective unit within one (1) month after the training program.

### **B. Immediate Supervisors**

1. Identify technical trainings, continuing education for professionals, and certificate courses for their respective employees and include the appropriate cost in their annual budget.
2. Ensure that there is proper turn-over of current workload by the employees who are attending training programs or developmental intervention.
3. Ensure that attendance of employees in the training programs shall not hamper the regular functions of the organizational unit.
4. Monitor their employees' attendance to technical trainings, continuing education for professionals, and certificate courses.
5. Discuss the service obligation requirements for technical trainings.

### C. HR's Responsibilities Include

1. Assess training needs.
2. Maintain budgets and training schedules.
3. Assist with learning and development activities and strategies.
4. Promote corporate training programs and employee development plans.
5. Calculate learning and development KPIs whenever possible and decide on improvements.

### C. Training Evaluation

At the end of every training, an evaluation is carried out through forms, surveys or face to face discussion.

The effectiveness of the training is measured on the basis of skills, knowledge and competency gained by the employee from the program and how the employee expects to implement the new skills in his/her work. Training activities are evaluated to determine whether the objectives and the expectation, on which the training modules are based, have been met.