

## **Learning & Development Policy**

NFI is a learning organization and we are keen to upgrade the capacity of the Institution and its staff members. Most of this happens through our ongoing work but to be updated with the growing and evolving development sector, it is worthwhile to identify the capacity needs and invest in staff.

Learning needs identification can be done by NFI for its team member during the annual appraisal process or by the individual team member in discussion with reporting officer.

### **Internal Learning**

- For internal capacity building NFI will promote skills, ideas and knowledge of individuals and organize staff capacity building events and workshops from time to time. External facilitators may be engaged for these.
- NFI will help the staff to grow by giving access to advisors and experts for mentoring, as well as opportunities to share their area of strength with colleagues.
- There will be inter-thematic teamwork among the employees for knowledge building and to build understanding of cross-cutting issues and intersections within our work. Staff may conduct field visit to other thematic areas which will promote understanding of NFI's work as a whole and explore synergy between thematic areas.
- This can be supported by back donor money or from NFI's cost depending upon the situation and requirement.
- Staff can avail this opportunity in discussion with reporting officer and after due approval from Executive Director.

### **External Learning**

In addition, NFI will also nominate/encourage staff to attend conferences, take courses and participate in workshops and skill-building events so as to build their skills and understanding. This budget and leave from duties will be sanctioned by NFI.

Beyond learning needs and opportunities identified by NFI and the staff, it is permitted for any staff member to identify additional capacity enhancement opportunities and seek leave and financial support.

- This opportunity can be availed by all NFI staff of Level 3-8, but only on completion of one full year's service at NFI, and can avail the same every financial year from the year of applicability.
- There has to be a direct relevance to the NFI's work and the team member's role/area of work. This will be the precondition for approval.
- A maximum of 7 working days of learning (per annum, including Saturday and Sunday, and any holidays in between the travel/course duration) will be approved to the staff members through a formal request through reporting officer to the Executive Director. Approval should be availed for 2 days of travel (in case of outside Delhi) and the number of days of training/workshop/event.
- Approval should be taken from reporting officer and ED at least prior to a month, which should not hinder the on-going work of the thematic areas in which the staff is involved.
- In any given one financial year, NFI will provide up to a maximum amount of Rs. 30,000/- towards staff's learning goals by supporting Course Fee, travel (Air/ Train/ Bus/Taxi) & accommodation. Any expenses beyond this will be incurred by the individual.
- The individual must share the learning and materials with other colleague by conducting a sharing session/brown-bag after return to office
- A report based on the leaning and application should be shared with reporting officer & Executive Director within 10 working days of completion of course/ workshop/ training.
- A copy of the certificate of completion should be submitted to HR-Admin and filed

Staff may also take Study Leave to take exams or courses, to attend workshops or trainings for self-improvement, other learning or mentoring opportunities, which the staff had identified in discussion with the reporting officer.