REDEEMERS HEALTH VILLAGE

Human Resources Department

TRAINING, CONFERENCES & EXTERNAL WORKSHOPS POLICY

Policy Code: HR-POL-022

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Date Approved:	—		

Relevant Standards

- RHV HR Strategy — Learning & Development Pillar
- RHV Performance Management Policy (HR-POL-008)
- RHV Succession Planning Policy (HR-POL-009)
- RHV Compensation Policy (HR-POL-003)
- Professional Continuing Education Standards (MDCN, NMCN, PCN, etc.)

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Draft	May 27, 2024	New Policy Implementation	
2	Final	June 2025	Policy Review & Update	CHRO
3	Final	April 28, 2026	Board Submission Revision	CHRO/CEO

1. Purpose

This policy governs staff participation in external training programmes, conferences, seminars, and workshops. It ensures that RHV's investment in external professional development is strategically aligned with institutional priorities, equitably distributed, financially accountable, and translates into demonstrable benefit for patient care and organisational performance.

2. Scope

This policy applies to all RHV employees — clinical, non-clinical, and management — who participate in or are nominated for external learning or professional development activities while representing RHV. It covers all activities conducted outside RHV premises, whether in Nigeria or internationally.

3. Categories of Covered Activities

- Professional Trainings and Workshops: Skill-based or technical programmes delivered by accredited professional bodies, recognised institutions, or approved training organisations.
- Conferences and Seminars: Formal professional gatherings focused on knowledge sharing, peer learning, networking, or the presentation of institutional or individual research.
- Short Courses and Certifications: Structured programmes, typically one to five days in duration, that are directly relevant to the employee's current role or RHV's strategic growth priorities.

4. Nomination Criteria

Nominations for external training must satisfy all of the following conditions:

- Relevance: The subject matter must be directly related to the nominee's current role, their department's function, or RHV's documented operational or strategic priorities.
- Performance: Only employees with a satisfactory performance record and no current active disciplinary sanction are eligible for nomination.
- Tenure: Employees must have completed a minimum of six (6) months of continuous service at RHV before being nominated, except where the CEO grants specific written approval for an exception.
- Developmental Need: Priority is given to employees whose identified training needs align with documented departmental skill gaps or succession planning requirements.
- Rotation: External training opportunities are rotated equitably among eligible staff within each department, to ensure fair distribution over time.
- Endorsement: Each nomination must be formally endorsed in writing by the Head of Department. Final approval rests with the CEO or Management-designated approver.

5. Approval Authority

CEO / Management

Approves all nominations for external training and conferences based on institutional priorities and available budget. No nomination proceeds without written approval.

HR Department

Coordinates all logistics; registration, accommodation, travel, and payment in accordance with this policy. Maintains training records and tracks post-training obligations.

Head of Department

Initiates and endorses the nomination request; provides written justification; ensures departmental operational coverage during the nominee's absence; and enforces the knowledge-sharing obligation upon return.

6. Financial Support and Allowances

6.1 Non-Consultant Staff — Trainings and Workshops

For approved non-consultant staff attending external training or workshops, RHV provides the following:

- Registration or Training Fee: Fully or partially funded, depending on budget availability and the assessed relevance of the programme to RHV's needs.
- Daily Allowance — Lagos and Ogun environs: ₦20,000 per day, covering transport and meals.
- Daily Allowance — Ibadan and Southwest region: ₦25,000 per day, covering transport and meals.
- Daily Allowance — Other Nigerian cities: Amount determined by Management based on distance, duration, and local cost benchmarks.
- Accommodation: Provided for programmes requiring overnight stay outside the employee's duty city, at a cost approved by Management.

6.2 Consultant and Senior Staff — Conferences

For approved consultant or senior staff attending conferences, seminars, or formal professional events:

- Conference Registration Fee: Full or partial sponsorship based on institutional relevance and available budget.
- Airfare: Covered for events in Abuja, Port Harcourt, or internationally, subject to Management approval.
- Accommodation: Up to ₦80,000 per night (or as approved by Management in writing) for events requiring overnight stay.
- Daily Allowance: ₦40,000 per day for meals and local transport.
- Guest Speakers / Official RHV Representatives: Full sponsorship may be granted at Management's discretion where the employee is presenting research or officially representing RHV at the event.

6.3 Shared Cost Arrangement

Where RHV provides partial sponsorship only, for example, covering the registration fee but not accommodation or allowances, this is explicitly stated in the written approval memo issued to the employee before the event. No assumption of full sponsorship should be made by the employee unless expressly confirmed in writing.

7. Post-Training Obligations

All sponsored participants must fulfil the following obligations within the specified timeframes:

- Training Report: A written summary of key learnings, applicability to their role, and recommended follow-up actions must be submitted to HR and the Head of Department within five (5) working days of completing the programme.
- Knowledge-Sharing Session: The participant must conduct a brief departmental presentation or knowledge-sharing session summarising key insights within thirty (30) days of completion. HR coordinates scheduling with the HOD.
- Documentation: All receipts, registration confirmations, attendance certificates, and other supporting documentation must be submitted to HR for reimbursement processing and record retention.

8. Non-Compliance

Failure to attend an approved event without valid justification, or failure to fulfil post-training obligations, may result in:

- Withdrawal of future external training privileges for a defined period.
- Reimbursement of all funds disbursed by RHV in connection with the event.
- Formal disciplinary action under the RHV Disciplinary Action Policy (HR-POL-005).

9. Special Provisions

- RHV reserves the right to recall or replace a nominated employee before or during an event where urgent operational requirements make this necessary.
- International conferences are considered on a case-by-case basis, require CEO or Board approval, and are subject to available budget.
- In exceptional circumstances, the CEO may approve sponsorship outside the parameters of this policy, subject to written documentation of the rationale.

10. Monitoring and Review

HR maintains a Training Register documenting all external training nominations, approvals, attendance, expenditure, and post-training obligation completion. The register is reviewed by the CHRO quarterly and presented to the CEO annually as part of the Learning and Development Report. This policy is reviewed annually by the CHRO.