



KULIM (MALAYSIA) BERHAD

KNOWLEDGE MANAGEMENT POLICY

KULIM recognised that its most important asset is our employees. We are committed to the training and development of the entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling KULIM to achieve its aims and objectives that are to provide specialised, high quality care and rehabilitation to vulnerable people through a well trained and supported working team. By increasing the skills and knowledge of our employees KULIM will produce confident, highly qualified employee working as an effective and efficient team.

The individual training and development needs will be identified through:

- ❖ A Training Needs Analysis
- ❖ An Annual Performance Appraisal
- ❖ Requests from employees and Head of Department.

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment.

All internal training provided by KULIM will be no cost to the employee. External courses and professional qualifications may be fully sponsored or partly by the organisation depending on the nature of the training.

KULIM's continuous commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake.

Approved By:



ZULKIFLY ZAKARIAH

Executive Director

01 May 2018