SPP 903: Training Certificates

SPP 900: Training · https://milo.masseyservices.com/docs/spp-903-training-certificates/

Section: Training
Subject: Training Certificates
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Policy Owner: Sr. Director of Learning & Development

Policy

At Massey Services, we are committed to investing in the future of our people. We believe the best way we can accomplish this is through continuous training. We are proud of our Team Members accomplishments. As such we recognize their accomplishments by issuing certificates of completion, each reflecting the formal training programs each Team Member has completed.

To ensure our Team Members are recognized, we have developed the following process:

- Upon successful completion of a training program, the Learning & Development department will generate a certificate of completion.
  - This certificate will reflect all formal training programs, including initial and basic training, completed by the team member. The service center, upon receipt, will publicly recognize the Team Member for their success.
- If the certificate is a replacement, containing an additional program completion, replace the original with the new one.
- The service center will frame and display the certificate.
- Certificates should be proudly displayed. The General Manager may choose the location; however, we suggest one of the following options:
  - **Individually** - Hang the certificate above the Team Member’s seat location.

- **Group** - Hang all certificates together in a prominent location.

Should a Team Member transfer, forward the certificate, along with the service center training file, to the new location.

Certificate Example



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