
LEADERSHIP DEVELOPMENT POLICY AND PROCEDURES

Purpose

The Leadership Development Policy at Trendie aims to identify, nurture, and develop future leaders within our organisation. This policy is designed to ensure we maintain a robust pipeline of talented and capable leaders who are equipped to steer Trendie towards achieving its strategic goals and fostering a culture of continuous growth and innovation.

Scope

This policy applies to all Trendie employees who exhibit leadership potential or are currently in leadership roles. It encompasses all leadership development initiatives, including but not limited to training programs, mentoring, coaching, and succession planning. This policy is intended to create a structured and supportive framework for leadership growth within the organisation.

Leadership Development Principles

- **Identifying Potential Leaders:**

We will systematically identify potential leaders through comprehensive performance evaluations, leadership assessments, and recommendations from managers. This process will be based on objective criteria to ensure fairness and transparency.

- **Tailored Development Plans:**

Each identified leader will receive a customised development plan. This plan will include targeted training, mentoring, and coaching opportunities tailored to address their specific development needs and align with the organisational objectives.

- **Mentorship and Coaching:**

A structured mentorship and coaching program will be offered, pairing potential leaders with experienced mentors within the organisation. This program will facilitate the transfer of knowledge, skills, and competencies essential for effective leadership.



- **Succession Planning:**

Leadership development efforts will be closely aligned with our succession planning strategy to ensure seamless transitions in key leadership roles. This alignment will support organisational stability and sustained success.

- **Continuous Improvement:**

Our leadership development programs will undergo regular reviews and updates to ensure they remain relevant and effective. This will include integrating feedback from participants and adapting to the evolving needs of both the organisation and the external environment.

Leadership Development Process

- **Assessment:**

- Potential leaders will be assessed using a combination of performance reviews, leadership assessments, and 360-degree feedback.
- This multi-faceted approach ensures a comprehensive evaluation of each individual's capabilities and readiness for leadership roles.

- **Development Planning:**

- Following the assessment, a tailored development plan will be created for each potential leader.
- This plan will outline the specific skills and competencies to focus on, along with a timeline and milestones for development.

- **Training and Development:**

- Potential leaders will engage in a variety of training programs, including in-house workshops, external seminars, online courses, and hands-on learning opportunities.
- Training will cover essential leadership topics such as strategic thinking, decision-making, communication, and team management.



- **Mentorship and Coaching:**

- Experienced leaders within the company will be assigned as mentors and coaches to guide potential leaders through their development journey.
- Regular mentoring sessions will be scheduled to discuss progress, challenges, and growth opportunities.

- **Ongoing Evaluation:**

- The progress of potential leaders will be monitored through regular evaluations and feedback sessions.
- Adjustments to their development plans will be made as needed to ensure continuous alignment with organisational goals and personal growth objectives.

Responsibilities

- **HR Department:**

- The HR team will coordinate all leadership development activities, conduct assessments, and provide ongoing support to potential leaders throughout their development.
- They will also facilitate training programs and manage the mentorship and coaching process.

- **Managers:**

- Managers are responsible for identifying potential leaders within their teams and providing ongoing feedback and support.
- They will actively participate in mentoring and coaching to nurture their team members' leadership potential.

- **Employees:**

- Employees identified as potential leaders are expected to actively participate in their development plans.
- They should seek feedback, apply learning to their roles, and demonstrate a commitment to personal and professional growth.



Procedures

- **Nomination and Selection:**
 - Employees showing potential will be nominated by their managers or self-nominate for leadership development programs.
 - HR will conduct an initial screening to ensure the nominated employees meet the criteria for participation.
- **Assessment and Feedback:**
 - A formal assessment process will be conducted to evaluate the leadership capabilities of the nominated employees.
 - Results of the assessment will be discussed in a feedback session with the employee to identify strengths and areas for development.
- **Development Plan Creation:**
 - HR, in consultation with the employee and their manager, will create a personalised development plan.
 - This plan will include specific objectives, training modules, mentorship arrangements, and timelines.
- **Implementation and Support:**
 - Employees will commence their development journey with the full support of HR and their managers.
 - Regular check-ins will be conducted to provide guidance and address any challenges faced during the process.
- **Review and Adjustments:**
 - Progress will be reviewed at predetermined intervals to ensure the development plan remains relevant and effective.
 - Adjustments will be made as necessary to address evolving needs or changes in organisational priorities.



Trendie

Compliance and Enforcement

At Trendie, we are committed to fostering leadership development across all levels of the organisation. Employees who are nominated and choose to participate in the leadership development process are expected to engage fully and actively. Non-engagement without valid reasons may impact future career progression opportunities within the organisation.

Review

This policy will be reviewed annually to ensure it remains effective, relevant, and aligned with Trendie's strategic objectives. Any updates or changes to the policy will be communicated to all employees promptly. The HR department will be responsible for coordinating the review process and implementing any necessary amendments.

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