



CSCS082 OCCUPATIONAL COACHING SYSTEM POLICY

1. AIM

This policy outlines CSCS Occupational Coaching system principles.

2. PURPOSE

The purpose of CSCS Occupational Coaching system is to provide a formal process to identify staff development needs and foster staff development.

3. SCOPE

This policy applies to all permanent and part time staff employed by CSCS limited.

4. APPLICATION

CSCS management will conduct a minimum of one employee interview annually interviews will be conducted by the Area Manager or a nominated representative.

Prior to each interview the Area Manager or a nominated representative will coordinate an agreed time and date. Interviews will be conducted in a private location.

The agenda of each Interview will include:

- Introduction
- Review of Company Strategy
- Review of Position Description
- Review of Work Plans i.e. Schedules and Rosters
- Review and discussion on previously agreed actions
- Review and discussion on the completed Work Review
- Review and discussion on staff development plans
- Agreed actions

All discussions and documentation between CSCS management and individual staff members will be considered and treated as confidential.

5. DELEGATED AUTHORITIES

CSCS Senior Management



Charles Sturt Campus Services Limited

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8


Charles Sturt University

Wagga Wagga NSW 2678



6. SIGN OFF

Company Representative:

Signed:  Date: 18-03-20

Name: Martin Dooner Position: General Manager