

Winns' Security Services Ltd

WINNS Training and Development procedures

Winns Security Services believe training is a continual cycle, therefore always striving to improve their service provision & procedures

This is done at various stages:

INDUSTRY: The acquisition of the SIA licence itself requires the officer to have attended a security course including Conflict Management. The validity of the Licence is continually checked.

INTERVIEW: The interview process tells us a lot about the applicant, including any Numeracy or Literacy issues that may need to be addressed. This information is vital to clear and concise reporting.

INDUCTION: On induction, the companies Critical Success Factors (CSF's), Goals, Objectives & Targets (GOT's) and Key Performance Indicators (KPI's) are discussed with all new personnel.

ON – SITE: Performance of KPI's, CSF's & GOT's are monitored by way of gathering information using Mobile Inspection Reports and Management Inspection Reports. The site specific information afforded by our officers is measured against the Assignment Instructions and Risk Assessments supplied. This data is then collated onto Analysis Review forms.

REFRESHER: If the information collated by on-site visits dictates so, then refresher training on the specific subjects are afforded.

COURSE: We also conduct 3 month, 6 Month then Annual Employee appraisals. They contain a section for self appraisal, which offers extra or specific training courses

All Training is recorded on each employee's own P.T.R. (Personal Training Record)

Procedure development

All data, including issues, complaints, incidents and good practices are discussed at regular Manager / Director meetings (most Mondays barring exception)

Should a situation arise where a procedure needs to be reviewed, Discussions pertaining to how the change will have an impact on the company are heard, then if required, Improvement measures are implemented where necessary, and the following results are measured closely for feedback on the new procedure.