



## GRADUATE TRAINING PROGRAM

### LEARNING & DEVELOPMENT | COMMERCIAL | INVENTORY

JUNE 2023 TO JUNE 2024

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#### 1.0 Introduction

Naivas Graduate Training Programs are structured learning journeys in which Kenyan graduates are trained and exposed to the various aspects of the business and targeted profession through tailor made learning programs designed to meet business strategic plans.

The program, which is mutually beneficial to the graduate associate and Naivas Ltd is coordinated and supervised centrally by the Learning and Development department at Naivas Head Office.

#### 2.0 Purpose of the Graduate Training Program

Naivas Ltd is a growing business with a growing need for highly skilled talent to meet its expansion plans. The uniqueness of retail business demands that the job holders are not only technically capable but also understand the business. It is therefore paramount to create a talent pool of skilled and knowledgeable individuals who understand the operations of Naivas Ltd. This therefore calls for recruitment, training, and retention of fresh graduates from local universities to help achieve our business goals.

#### 3.0 Scope of the Graduate Training Program

The Graduate Training program is open to fresh graduates who wish to grow their careers in Retail business. The trainees will be fully under the supervision of a responsible staff member. Graduate Trainees are expected to contribute their skills, knowledge and competencies while acquiring supplemental training in their areas of specialization (Learning & Development, Commercial and Inventory) but are not full-time employees. They are not substitutes for full-time staff.

#### 4.0 Responsibilities

##### **Chief Human Resource Officer (CHRO)**

The Chief Human Resource Officer is responsible for obtaining requisite approvals for running the program and providing guidance and direction to ensure program is successful.

##### **Human Resource Manager (HRM)**

The Human Resource Manager is responsible for supporting HR operational activities of the Accelerator program including and not limited to contracting, payroll and discipline management.



## **Learning & Development (L&D) Manager**

The Learning and Development Manager is responsible for

- Review and approval of the training program
- Review and approval of training content
- Review of assessment scores and approve progression to next levels
- Oversight of the L&D team managing the program to ensure proper tooling, and running of the program
- Oversight of the program to ensure compliance to the learning

## **Learning & Development (L&D) Business Partner**

The Learning and Development business partner is responsible for

- Recruitment of trainees in partnership with the Talent Acquisition team
- Onboarding of Accelerator associates
- Management of the program and trainees
- Coordination of the learning programs
- GTP stakeholder management
- Evaluation and assessment of associates
- Periodical reporting of the program as required
- Issuance of program documentations to the learners

## **Human Resource Business Partner (HRBP)**

The Human Resource Business Partner is responsible for ensuring the trainees are supported in their learning whenever they have activities within their regions and conduct performance reviews of the trainees during the job immersion period.

### **5.0 Graduate Training Program Learning & Development, Commercial and Inventory**

The Naivas Graduate Program (Cohort 2) targets high caliber graduates from Local universities with a First Class or Upper Second Class, through direct referral from the university faculty.

#### **Selection Criteria**

1. First Class or Upper Second Class Hons
2. Graduate of not more than 2 years from the time of application
3. Aged 30 years and below
4. Successful in interviews for enrollment into the program

The program may require travel from time to time and the trainees must be prepared to participate in learning initiatives at various locations within the country.



## 6.0 Graduate Training Program Duration

The program will run for a one-year period as outlined below for a maximum of 48 hours per week including half day on Saturdays. The Graduate associate is entitled to be off on Sundays and Public Holidays

Phase	Duration	Description
Semester 1	3 Months	<u>Classroom, Practical, On the Job Training and Role Assignment</u> A series of training courses in Corporate and Retail Business knowledge. Assignment to Retail Operations (Stores) for learning and practice to achieve retail business understanding.
Semester 2	3 Months	<u>On the Job Training</u> The Associate, upon successful completion of semester 1 and meeting evaluation pass mark will be assigned to a specific functional program as a project lead, report and deliver the milestones of the project
Semester 3	3 Months	<u>On the Job Training</u> The Associate, upon successful completion of semester 2 will go through functional technical skills development where they will be assigned functional tasks in line with department strategy and submit periodic reports.
Semester 4	3 Months	<u>Job Immersion (Attachment)</u> The Associate, upon successful completion of semester 3 be assigned a functional Initiative or program to fully run, evaluate, deliver and report

The Graduate associate is required to sit an assessment at the end of each semester and meet the pass mark to progress to the next level. Should the associate fail to meet this pass mark, they will be disqualified from the program on grounds of performance.

## 7.0 Assessment and Feedback.

Assessments will be conducted throughout the program to check on understanding and ability to execute duties on areas of learning. The mode of assessments will be a blend of online exams, physical exams, practical assignments, presentations, capstone projects and interviews. In addition to assessments, the graduate trainee is expected to share monthly feedback to the program leadership through the platforms provided to continuously improve and act where required.



The following assessments will be conducted from the point of recruitment to end of the program.

**i. Assessment 1.0 – Selection Interview**

Recruitment Interview – Applications for the Accelerator program will be reviewed for selection into the program and selected applicants undergo an entry interview. Interview feedback is given to applicants within 48 hours followed by an invitation to attend the first entry level training.

**ii. Assessment 2.0 – End of Semester 1 Assessment**

At the end of the first semester all trainees will sit an end of semester exam. The pass mark is 70%. Those who do not meet this pass mark will not proceed to the next semester and will be deregistered from the program on the basis of non-performance.

**iii. Assessment 3.0 – End of Semester 2 Assessment**

At the end of the second semester all trainees will sit an end of semester exam. The pass mark is 70% and those who do not meet this pass mark will not proceed to the next semester and will be deregistered from the program based on non-performance

**iv. Assessment 4.0 – End of Semester 3 Assessment**

At the end of the third semester all trainees will sit an end of semester exam. The pass mark is 70% and those who do not meet this pass mark will not proceed to the next semester and will be deregistered from the program on basis of non-performance

**v. Assessment 5.0 – End of Semester 4 Assessment**

Upon completion of the first three semesters, successful trainees will sit a final exam to qualify them for **interviews** for the purpose of placing them in the business in open positions within their specific functions.

## **8.0 The End of the Program**

At the end of the program, a certificate of completion will be issued to formally mark the end of the Graduate Training Program. Associates who do not complete the program will not be issued with the certificate.

## **9.0 Accelerator Program Budget**

Naivas Ltd will offer the Accelerator Associate a gross salary of **Kshs 40,000** for the duration of the program and will be facilitated with tools to help them learn and practice in program activities

## **10.0 Expected Outcomes**

The Graduate Training Program is expected to provide a skilled and ready talent pipeline for Naivas Ltd.



### 11.0 Graduate Trainee Program Community

The Graduate associates will form a community to build a social network with their peers, share experiences, offer each other advice, and support. The community will be used for both internal and external interactions for the benefit of learning for the duration of the program.

### 12.0 Reporting Lines and Internal Communication

Graduate associates report directly to the Learning and Development Business Partner in charge of the program. Naivas' official communication channels are **letters and emails**. All communication will be sent to you by or through your L&D Business Partner or their designate. You are encouraged to reach out to the L&D Business Partner whenever there is need.

### 13.0 Benefits of the Accelerator Program

As a Naivas Graduate associate, you will benefit from the program by gaining continuous training and development at the start of your career in Retail Business. You will be fully supported by professionals and experts within the business.

### 14.0 Program Framework Summary

<b>Learning Practices</b> <ul style="list-style-type: none"><li>- Internal learning content development</li><li>- Stakeholder approval of content</li><li>- Classroom, practical and on the job training</li><li>- Continuous assessments</li></ul>	<b>Learning Objectives</b> <ul style="list-style-type: none"><li>- Deliver corporate and departmental priorities</li><li>- Expose learners to Naivas retail business</li><li>- Grow learners in a career path in retail</li></ul>
<b>Program Outcomes</b> <ul style="list-style-type: none"><li>- Ready talent pipeline for Naivas</li></ul>	<b>Learning Strategy</b> <ul style="list-style-type: none"><li>- 10% Classroom learning</li><li>- 20% Practical learning/demonstration</li><li>- 70% Experiential (On-The-Job) Learning</li></ul>

