Staff Motivation and Engagement Policy

Al Faisal International Academy

Muaither- Al Salam Street, Doha, Qatar 202461

alfaisalacademy.prim@education.qa

+974-44659256 +974-55652167

www.alfaisalinternational.com

Approved by	
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Rationale

At AFIA, we recognize that motivated staff are essential for creating a positive and enriching learning environment. This policy outlines our commitment to fostering staff motivation through various strategies and initiatives.

Objectives:

1. To enhance staff morale and job satisfaction.
2. To promote a culture of continuous professional development.
3. To recognize and reward staff contributions.
4. To create a supportive and collaborative work environment.
5. To improve staff retention rate.

Strategies and Initiatives:

1. Professional Development Opportunities:

- Provide opportunities for staff to attend workshops, conferences, and training sessions relevant to their professional growth.
- Encourage participation in online courses and webinars.

2. Recognition and Appreciation:

We implement an employee recognition program to acknowledge staff achievements, such as

- Employee of the Month (includes two hour Paid leave)
- Golden Ticket (two hour paid leave)
- Director's Award (cash reward and full day paid leave)
- Peer Recognition Award
- End of year appreciation and appraisal
- Model lessons by Mentoring teachers

3. Work-Life Balance:

Encourage a healthy work-life balance by offering flexible work arrangements, such as delayed deadlines, early leave on event days etc.

Support parental leave policies and accommodations for staff members with caregiving responsibilities.

4. Professional Growth and Career Advancement:

- Facilitate mentorship programs where experienced staff members can provide guidance and support to newer colleagues.
- Offer opportunities for career advancement through internal promotions, job rotations, or lateral moves within the organization.
- Provide regular performance evaluations and constructive feedback to help staff members identify areas for growth and development.

5. Collaborative and Inclusive Culture:

- Foster a collaborative and inclusive work environment where all staff members feel valued and respected.
- Encourage open communication and feedback channels to address concerns and solicit input from staff members.
- Promote teamwork and cross-departmental collaboration through joint projects and initiatives.

Implementation and Review:

This policy will be communicated to all staff members through staff meetings, orientation sessions, and written documentation. The Human Resources department will oversee the implementation of the strategies outlined in this policy and regularly review its effectiveness through staff surveys, focus groups, and feedback mechanisms. Adjustments will be made as necessary to ensure that the policy continues to meet the evolving needs of our staff and organization.