

# ICN2 TRAINING POLICY

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### 1. Introduction

Training is a professional development tool. ICN2 recognises that the implementation of training activities is an indispensable requirement for optimising people's abilities and fostering their professional development. It also recognises that training is a tool that will facilitate the growth of ICN2 and the achievement of the institution's objectives.

### 2. Training purpose and principles

ICN2's mission is to achieve excellence in nanoscience and nanotechnology. This goal can only be achieved firstly by encouraging innovation in research and, secondly, by providing the institution's employees and groups with the necessary means to update and develop their theoretical and practical knowledge.

To this end, each year ICN2 puts together a Training Programme that specifies the training needs of all the research groups, scientific and technical support departments and administration departments and ensures efficient course management. It also includes all the training activities carried out during the year in an annual report.

### 3. Areas of training

ICN2 mainly develops training courses that cover, but are not limited to, the following areas and fields:

- Scientific knowledge:  
For ICN2 the exchange of scientific knowledge between researchers is crucial, and is aimed at enhancing professional growth. This is reflected in the regular organisation of in-house training under the umbrella of the "Open Knowledge Programme". The Programme has been made possible through the generosity of our scientists, who play the role as occasional trainers for the rest of the staff.

In addition to sharing knowledge internally, the institution organises various seminars in which scientists who are internationally renowned for their innovative and/or scientific work are invited to participate as trainers. ICN2 disseminates these sessions both nationally and internationally with the aim of complying with our social objectives, the basis of our institutional culture, which is to share scientific knowledge and to make science accessible to society in general.

- Technical issues:

ICN2 encourages all the institution's groups to attend the technical training courses. Diversity of content and areas is inherent in this type of training, given that each job position has specific needs.

Our aim is for our staff to have up-to-date knowledge relevant to their job position, thereby ensuring individual efficiency and the perpetuation of our institution over time.

- Languages:

The international environment is an intrinsic characteristic of research work. At ICN2 internationality coexists in harmony with our own autonomous and national identity, and with the institution's desire to integrate our employees into our cultural reality.

With regard to this last point, ICN2 develops tools for managing cultural diversity in the institute and we make sure that our employees understand and can express themselves in the centre's three official languages: English, Catalan and Spanish.

- Health & Safety:

Health and Safety in the workplace is one of the institution's maxims. At ICN2 we believe in prevention and thus provide our employees with all the information possible regarding the specific risks of their job.

New employees joining the company are always provided with detailed information about the potential risks of the tasks they are going to perform, as well as information about the institution's Emergency Plan.

Moreover, special training courses are organised on topics of specific interest depending on the projects the institute is involved in.

- Organisational and Personal Skills:

At ICN2 we believe that the theoretical preparation for doing a job is only part of the journey to achieving success. The necessary complement to technical training is training related to the personal growth of our employees.

Therefore, our Human Resources department focuses on analysing the moment in which the institution reaches full maturity and proposes activities that connect with the values of the institution and result in the modification of individual behaviour in line with these values.