

# Continuous Training Plan 2024

## TABLE OF CONTENTS

1. DETECTION OF TRAINING NEEDS.....	3
2. DISSEMINATION OF TRAINING ACTIONS.....	3
3. ACCESS PROCEDURE.....	3
4. INFORMATION TO THE WORKS COUNCIL .....	4
5. PLANNED TRAINING ACTIONS.....	4

### 1. DETECTION OF TRAINING NEEDS

The Continuous Training Plan for 24, has been defined based on:

- Online survey to detect individual training needs published on the Intranet and addressed to all staff.
- Online survey to detect training needs addressed to Program Directors, Group Coordinators and Service Managers to compile the training needs detected in the staff of their groups.
- Institutional needs deriving from the Strategic Plan.
- Training needs deriving from the requirements established by funding agencies and certifying and accrediting bodies.
- Analysis of the results obtained through the evaluation questionnaires of the courses carried out in previous editions.
- Email address permanently available to employees to send suggestions or training proposals.

The following table shows the results of the training needs detection carried out on November 2023 to elaborate this Training Plan.

Survey results	Individual responses	Individual needs	Group responses	Group needs
	36	66	6	14

Table 1. People who have answered the survey

The budget foreseen for the year 2024 will be: EUR 15.000.

### 2. DISSEMINATION OF TRAINING ACTIONS

The dissemination of training actions is carried out through the following channels:

- Intranet: on Talent&Training site through which registrations can also be made.
- Intranet: through news published.
- Email to the Program Directors, Group Coordinators and Service Managers to disseminate the courses among the staff of their teams.
- Specific email to the training target groups.

### 3. ACCESS CONDITIONS

- Registrations must be done through the intranet (Talent&Training).
- The allocation of places will follow the order of registrations, giving priority to those people to whom the training action is especially focused.

- The training is voluntary except when the Institution establishes non-elective actions when the content of the course:
  - ✓ is required for the job development.
  - ✓ is related to the Institution interest and strategic needs.
  - ✓ is required by law.
- To participate in one training action, the previous approval for the manager is mandatory. This approval can be made online through the email that the manager will receive after the worker has done the pre-registration.
- In case of resignation from the allocate place, it is necessary to inform Laia Rabal ([lrabal@researchmar.net](mailto:lrabal@researchmar.net)) from Talent and Training Unit (Excellence Departament) as soon as possible in order to cover the vacancy.
- It is necessary to attend a minimum of 75% of the sessions in order to obtain the course certificate. In case that the training action is of non-elective, the reason for non-attendance must be justified.
- An unjustified non-compliance with these terms may lead to the exclusion from other training actions for a period of one year.
- Workers with at least one year of seniority in the company are entitled to a paid leave of 20 hours per year of work-related training that can be accumulated for a period of three years. The conditions of the paid leave must be set by agreement between worker and employer. (*Royal Decree-Law 3/2012, of 10 February, on urgent measures for labour market reform.*).

#### **4. INFORMATION TO THE WORKS COUNCIL**

Given that the IMIM Foundation is the managing body of the Institute, and in accordance with the provisions of Article 15 of Royal Decree 395/2007, of 23 March, which regulates the professional continuous training subsystem, the IMIM Foundation's Works Council is informed of the issues related to the Continuous Training Plan.

#### **5. PLANNING TRAINING ACTIONS**

The following table shows the courses planned for the year 2024. These courses may be modified or adapted if necessary.

<b>Training area</b>	<b>Course</b>
Estadística	Introducció a l'anàlisi de dades amb el Programa SPSS
	Models de regressió i anàlisi multivariant amb R
	Anàlisi de dades longitudinals amb R
	Economia de la salut (estudis cost/efectivitat)
Ètica/Jurídica	Protecció de dades en l'àmbit de la recerca
	Ètica i integritat de la recerca
Gestió administrativa	CV narratiu
Idiomes	Anglès (B1)
	Anglès (B1+)
	Anglès (B2)
	Anglès (B2+)
	Anglès (C1)
Laboratori	ISO 17025
Metodologia de la recerca	RedCap
	Data Management Plan
	Integració del pacient en la recerca (co-creació)
	Mecanismes de translació a la pràctica assistencial
	Comunicació científica dirigida a actors clau no científics
TIC/Informàtica	Microsoft 365
	Excel
	Chat GPT en la gestió de la recerca