

Continuous Training Plan

2025

TABLE OF CONTENTS

1. IDENTIFICATION OF TRAINING NEEDS	3
2. DISSEMINATION OF TRAINING ACTIVITIES.....	3
3. ACCESS CONDITIONS.....	3
4. INFORMATION TO THE WORKS COUNCIL	4
5. PLANNED TRAINING ACTIVITIES	4

1. IDENTIFICATION OF TRAINING NEEDS

The 2025 Continuous Training Plan was developed based on:

- An online survey for identifying individual training needs published on the Intranet and aimed at all staff.
- An online survey for Program Directors, Group Coordinators and Heads of Management Services to collect perceived training needs of their teams.
- Institutional needs derived from the Strategic Plan.
- Training needs derived from requirements established by funding bodies, certifying and accrediting entities.
- Analysis of feedback collected from previous training course evaluations.
- An email address permanently available for staff to submit suggestions or training proposals.

The following table shows the results of the training needs identification carried out on July 2024 for the development of this Plan.

Survey results	Individual responses	Individual needs	Group responses	Group needs
	31	49	6	14

Table 1. Number of survey respondents

The planned budget for 2025 is: € 15.000.

2. DISSEMINATION OF TRAINING ACTIVITIES

Training actions are disseminated through the following channels:

- Intranet: via the Talent&Training site, also used for course registrations.
- Intranet news post.
- Email to Program Directors, Group Coordinators and Heads of Management Services for the dissemination of the courses among the staff of their teams.
- Specific email to the training target groups.

3. ACCESS CONDITIONS

- Course registration is done via the intranet (Talent&Training).
- Spots are assigned in order of registration, giving priority to the intended target groups
- Training is voluntary except when the Institution establishes non-elective training sessions under these conditions:
 - ✓ Necessary for the job development.
 - ✓ Related to strategic needs/interests of the institution.
 - ✓ Legally required.
- Participation in a course requires prior approval from the direct supervisor, which can be given online via the email received after an employee pre-registers.

- If a participant must give up their spot, they should inform Laia Rabal (lrabal@researchmar.net) from the Talent and Training Unit (Department of Excellence) as early as possible to fill the vacancy.
- Attendance of at least 75% of sessions is required to receive a certificate. If the course is non-elective, absences must be justified.
- Unjustified failure to comply with these conditions may result in exclusion from future training activities for up to one year.
- Employees with at least one year of seniority are entitled to 20 hours of paid annual training leave, linked to the job and accumulable over a period of up to three years. The use of this leave must be agreed upon between the employee and the employer (Royal Decree-Law 3/2012, of February 10, on urgent measures for labor market reform.)

4. INFORMATION TO THE WORKS COUNCIL

As the IMIM Foundation is the managing body of the Institute, and in accordance with Article 15 of Royal Decree 395/2007 of March 23, regulating the continuous professional training system, the Works Council of the IMIM Foundation is informed of all matters related to the Continuous Training Plan.

5. PLANNED TRAINING ACTIVITIES

The following table lists the training courses planned for 2025. These may be adjusted as needed.

Training area	Training activity
Statistics	Data analysis, handling, and chart creation (ggplot2) with R
Administrative Management	Narrative CV (DORA)
	Public procurement
Languages	English (B1)
	English (B1+)
	English (B2)
	English (B2+)
	English (C1)
Laboratory	ISO 17025 standard
ICT/Computing	Microsoft 365
	Excel
	Use of ChatGPT for research management
	Programming with Python