

# Administrative Policy A1120B

## Learning and Growth

<b>Program Impacted</b>	Employee Experience and Safety <i>The City of Edmonton's staff are safe and supported to achieve their aspirations and deliver excellent service</i>
<b>Number</b>	A1120B
<b>Date of Approval</b>	October 29, 2025
<b>Approval History</b>	September 29, 1995 (As <i>Employee Learning and Development</i> ) September 9, 1989 July 9, 1980
<b>Next Scheduled Review</b>	October 29, 2029

### Policy Statement

Learning and growth is critical to the employee experience because it empowers and equips us to be safe, helpful, accountable, integrated and excellent throughout our work serving each other and the public.

The purpose of this policy is to establish guiding principles that foster an environment where we are all leaders in learning. We invest in our teams and ourselves to build skills, behaviours and knowledge so we can better serve each other and the public. We actively participate in learning because it makes us agile, engaged and purposeful.

### Guiding Principles

**We all own our learning journeys:** Every employee is encouraged to recognize opportunities to integrate learning into our daily work by sharing knowledge, reflecting, learning through experiences and others, and exploring improvements. All employees contribute to a culture of continuous learning that nourishes our own talents and those of our co-workers, enabling us to grow in our current roles and prepare for future roles.

**Our leaders actively support our learning and growth:** Every people leader supports the learning and growth of their employees and teams (for both current and future roles) through regular conversations, advising on learning needs and opportunities and sharing lessons learned. People leaders are supported to provide employees with the space and time required to both participate in learning activities and apply them in the workplace.

**We learn on the job, through others, and through formal opportunities:** The City invests time, effort and resources in its employees through a broad range of learning and growth opportunities. The 70-20-10 model guides how we learn effectively in the workplace - with 70% through experience, 20% through others, and 10% through formal learning.

**Our learning activities develop knowledge, skills, and behaviours:** The City supports learning that enhances role-based knowledge and skills, transferable skills, culture building, leadership development, and understanding of city processes and procedures. Learning enables the City to meet legislative obligations, support our wellness, increase organizational agility, enrich quality of work and provide excellent service to Edmontonians.

**Our learning services, resources, and delivery are inclusive and accessible:** The City recognizes employees have differing lived experiences, needs, learning styles, and abilities. In consideration of these differences and the City's unique operational environments, learning and growth offerings are designed and delivered in an inclusive and accessible manner and aligned with the City's business and priorities.

**We have a transparent approach for providing access to learning opportunities in a fair and equitable manner:** The City recognizes business areas and individuals have different learning needs, aspirations, and capacities and provides guidance to support fair decision-making.

**We track, evaluate, and continuously improve learning experiences:** The City tracks, evaluates and continuously refines its learning and growth investments to ensure maximum positive impact, effectiveness and relevance.