

Training Your Staff: 1 Day Workshop



OVERVIEW

Training is defined as an instruction or activity which is designed to cause a change in performance. Obviously it is hoped that this performance change is positive and to the benefit of the business.

Training staff has many benefits over and beyond the direct results improvement. It has many advantages both for the employer and the employee which can have a multiplier effect on the return on investment if carried out correctly initially and then followed up.

It goes without saying that you would not enrol on this course if you did not believe in the power of training.

COURSE OUTLINE

Topics covered include:

- Why train employees
- Objectives of training
- The benefits of training
- The training needs analysis
- How to identify the priorities
- Setting goals for training
- Methods of participant selection
- How to do a gap analysis of competencies
- How to transfer learning
- How to decide who should do the training
- Evaluating the results of training (ROI)

Tools and exercises will be provided so that you can practice the techniques and strategies covered in the course.