

10 Ways to get ready for Trainings in 2022!



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Hello & Welcome!

- Training new and existing employees can be a company's biggest challenge, especially in a rapidly changing business environment. For most HR/Training Managers, training and developing your teams could not have been more important; But that's not the case at many companies, where the struggle to convince leadership to invest in training and development is ongoing.
- **Here are ten (10) key steps you should consider to get ready for your TRAINING PROGRAMME YEAR AHEAD!**



*"Employee Development is
Serious Business!"*

**Lead Trainer and Coach
Althea Walters**



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10 KEY WAYS:

1. Get Your Training Team Ready!

- a. Whether you are a one man show or a team of two plus; as you draw near to the end of your training calendar year, you need to sit back, review and evaluate what was done in the past year.
- b. Did you achieve the plans set out for Training Last Year?
- c. What areas were most challenging to get done?
- d. Is there anything to change in the way how you execute Training?
- e. Were you just going with the motions?
- f. Do you need new processes in place?



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KEY WAYS CONT'D:

2. Assess the Training Needs of Employees based on Business Objectives

a. The Business always has Annual operating goals: better performance, productivity, quality, or customer satisfaction, to name a few. Once you know the goals, you can design targeted programmess. Additionally, look for other areas required for training based on your needs assessment

3. Compile a List of Training Programmes that meet the needs of the Business and Employees



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KEY WAYS CONT'D:

4. Run Your Training Programme like a Business!

- a. Construct a realistic budget. Include all expenses, and be conservative (better to under-promise and over-deliver).
- b. Include an analysis of the benefits to your organization so that everyone can better understand the return on their investment.
- c. Know the numbers. Work closely with your company's financial team to include the appropriate information and how best to display it.



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KEY WAYS CONT'D:



5. Determine which Trainings will be done Internally vs. done by External Providers

a. Not all Trainings may be done internally nor all trainings done externally. Review your needs assessment and determine which ones you will administer internally versus externally.

6. Make a Schedule or Calendar of when to execute the Trainings Identified

7. Reach out to your Internal and External Facilitators to book time and date of Trainings

a. As you are getting your house in order, it is important that you lock in the services of those you need to execute your Trainings. Check in with both your Internal Trainers and your External Facilitators based on areas of skills and expertise.

b. Don't wait until the last minute! The ideal Trainer you need may be booked out or unavailable for a date you desire.



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KEY WAYS CONT'D:

8. Promote Your Trainings Internally as if you were selling your services to your external Customers!

- a. Reminder, you are running your Training Programme like a business!
- b. Let the team know what Trainings are available so that you can have your Registration Lists in Order. This will also help you to determine if you need more than one sessions or workshops for a particular training

9. Ensure the Training Team also gets Training!

- a. Yes! This is a missing that I have noticed throughout my Training journey. The persons who plan and administer the Trainings usually do not plan for themselves :-)
- b. Identify suitable training for the Training team to build your skills in organizational development and training, and schedule yourselves accordingly!



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KEY WAYS CONT'D:

10. Track and Monitor your Training Plan!

a. Training and Development for your employees is a great investment; So It is important that you put in place a mechanism and process to track that there is returned benefit from Employees completing the Trainings.

In some instances, if the expertise is not found internally, you may have to get external help to set up proper Performance and Evaluation of your Training Programmes.



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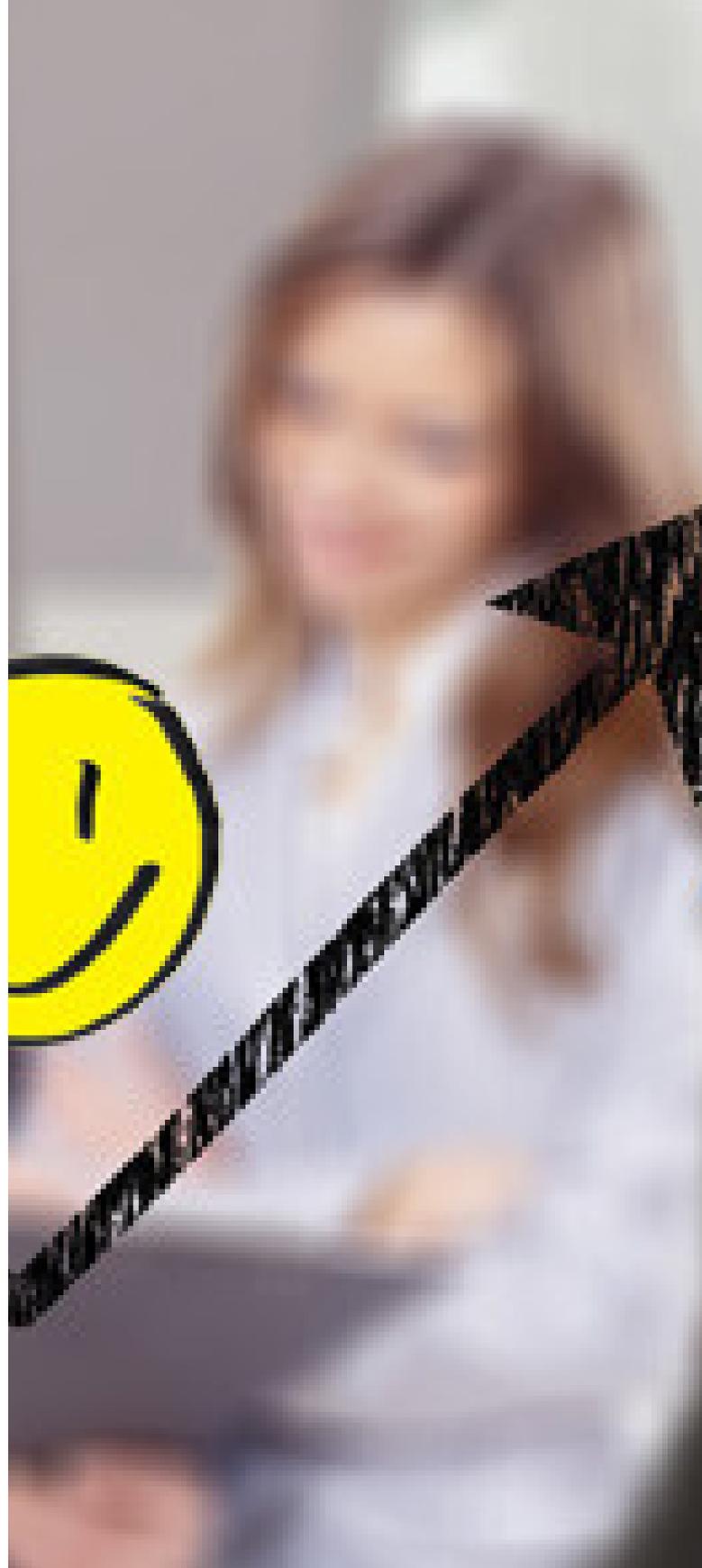


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