

Training Program Basics



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This presentation is intended to give you a crash course in how to begin creating a training program that is right for your organization.

Making the decision to add training programs to your department, is a great step in the right direction. More and more, professionals are seeking organization's who offer training programs and opportunities for continuous growth and development. They are looking for true learning environments.

One way for employers to remain competitive in their respective market is by offering training to its employees. ***After all, a workforce that is competent, developed and engaged, is the most coveted of all!***



THE ADDIE MODEL



ANALYSIS



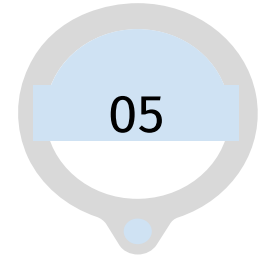
DESIGN



DEVELOP



IMPLEMENT



EVALUATE

ANALYZE YOUR NEEDS

The first step is to ANALYZE.

Before you roll out a program, you must determine the needs. Establishing your training goals and figuring out how to achieve them begins with asking questions (*lots and lots of questions!*) with your department heads. This is especially important to capture all needs and concerns across the organization.

Some questions to ask to help determine your needs:

What are the objectives of the training program?

Will you need multiple programs to develop different positions throughout the organization?

What are your short-term and long-term goals?

How will training be accessed?

How will you measure the success of the training program?

How will you monitor retention and whether participants have learned what you intended?

What kind of learning styles will work best for your workforce?

Will training be hands-on learning or instructor-led or a mixture of both?





DESIGN IT!

The second step is to begin DESIGNING.

The design of a training program must take into consideration, all the needs which have been established in the analysis phase.

The program must be designed to include the end users perspective and the organizations strategy to ensure the program delivers **ROI** (*return on investment.*)

The design process is critical in that it must meet the criteria set from the analysis. Designing a program includes:

Visual concept and design; Storyboarding

Testing prototypes

Applying appropriate instructional strategies

Designing the online learning space

Refining technology needs

DEVELOPING THE DESIGN

The third step is to begin DEVELOPING.

Now that you understand all the requirements and needs the training program must achieve, and you have designed a program that captures it all, it's time to develop the materials.

Developing consists of taking the design layout and creating the materials to be used for the training. The types of materials can be:

Curriculum

Learning objectives

Training manuals; Workbooks

Online materials

Handouts; Quizzes and tests

Certifications and credentials

Developing also considers the learning spaces involved, ensuring all aspects of the learning environment are appropriate.





IMPLEMENTATION

Let the fun begin!

We now come to the implementation part of the process. The part where all the planning comes to fruition and the training program begins.

You are providing tools and resources to the workforce, guiding them through the program as it was designed and developed to be.

Ensuring your learners are comfortable, and have access to all materials, systems as well as whether they understand what to expect, is a large part of the implementation phase.

EVALUATE

The last step in the process is by far the most critical. Understanding the effectiveness of the program and whether or not it is achieving the goals intended, is a step many organizations skip.

How will you know if the program was a success or that a learner's knowledge base has increased? You must **EVALUATE**.

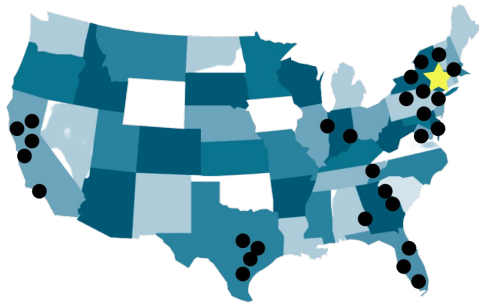
There are many ways to evaluate whether or not the program was successful - surveys, focus groups, departmental meetings. What must be determined is simple. *Did the learner retain the training information and is the difference noticeable in the work they do?*

Getting the information you need to evaluate the entire program's success should not be hard, but the information obtained must be used in order to make improvements. This is a process that can be repeated consistently to ensure programs do not grow stagnant or become out of date and irrelevant, ineffective.



Gervino Group helps business owners, HR professionals and management take the first steps towards creating innovative, effective training and development programs which make an impact.

Call us for a free consultation and let's start the conversation.



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