



STAFF TRAINING TIPS

We all know the importance of staff training to capitalise on and develop the skills of your staff. We are also aware of the benefits that staff enjoy through increased motivation, enhancement of skills and the opportunities to advance to higher levels.

So, what can you do to make your next training exercise a successful one? Here are 10 tips that you can follow to make sure you maximise the impact of your online induction and at the same time ensure that your staff enjoy it.

Set Expectations.

Participants need to understand that they should take responsibility for their own training. Give initial instructions to outline what can be expected of the training module but it is up to the individual participant to ensure they get the best out of the session. If the session aims to enhancing skills, point out the benefits such as the chance of a pay rise or a better job.

Take advantage of different learning styles.

Talk and test won't work for everyone. Think about your audience when planning the training. Will they learn by seeing, hearing, or doing? Are they mainly trades people who need hands-on learning? Are they young people who need to talk ideas through after hearing them? Include different kinds of learning experiences in your training.

High Quality Instruction.

Ensure high quality training. All materials supplied should also be of the highest standard. Make sure

that the training is pitched at the right level for the trainees.

OH &S.

OH&S elements must be incorporated into every training package to fulfil regulatory requirements. Use the training to underscore health and safety goals in your organisation.

Flexibility.

Training works best when it takes account of individual needs. If you can, let people work at their own pace. Whilst it is not always possible to individually tailor a package for everybody, try to include a variety of presentation methods and the ability to work through at the trainee's own pace. Using training management software makes your training system much more flexible, as it is reachable 24/7 and can be taken at the trainee's own pace.

Train the Trainer.

All supervisory staff should be familiar with the training material that is presented to other staff beforehand. Use your supervisors to support your training content, so make sure they understand it before it is presented to the staff they supervise.

Ensure Supervisors Meet Their Staff First.

After supervisors have received their initial training, it is a good idea for them to mingle with the staff before the general training session begins. This will allow staff to be more prepared and will set the standard for a continuum of training after the formal session is over, where supervisors continue the training process.

- Mark B Carey

Involve Supervisors at Every Stage. Even after training has begun, involve your supervisors in a review of what has taken place so far.

Bits and Pieces.

It is a good idea to break up the training into bite sized proportions so that trainees can assimilate all knowledge in manageable chunks. With supervisors to back the processor, employees will get the maximum benefit if training is conducted in this piecemeal way.

Emphasise Knowledge, Skills and Attitudes.

Good learning has taken place when it leaves people knowing more, being able to do more, and understanding more. Design your training with a genuine commitment helping trainees improve themselves.

Although there are many more elements of a successful staff training program, these quick tips provide a good basis for achieving your training goals.

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