



UNDERSTANDING

EMPLOYEE TRAINING AND DEVELOPMENT

Many companies (particularly start-ups) pride themselves on a fast-paced "baptism by fire" approach to training — which is to say, little or none at all. But as convenient as this may seem to managers and executives in the short term, a lack of training can lead to more confusion in the long term, as employees never become fully clear on the best way to do their job. If you're aware of the need for training in your organization, here are some tips to get the ball rolling.

The Three Types of Training Programs

There are three basic ways to approach employee training and development.

They are:



1 In-Person Training

Traditional training by face-to-face lecture and demonstration.

TIP

This method is best for small, local employee groups. It's more practical to train larger groups using one of the following two methods.



2 Virtual Training

Training by use of an online Learning Management System (LMS). Materials, tests, and progress are distributed and recorded through the system.

TIP

This method is best used for large groups of employees, especially if they don't all work in the same office.



3 Blended Learning

Combines in-person training and virtual training to reduce the amount of time and personnel resources required.

TIP

This method is especially effective for ongoing or extensive training that would be impractical to do in-person.

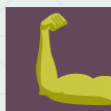
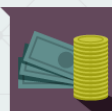
Hurdles to Your Training

Despite the clear need for employee training, managers face hurdles when attempting to put their programs in the place. Here are some solutions to the most common four:

FINANCIAL STRAINS

Depending on your training needs, your company might need hundreds, if not thousands, of dollars to procure teachers and design materials.

Solution: Virtual training done through an LMS can significantly reduce training costs.



ONGOING TRAINING

Just like a muscle, your employees' skills can atrophy with neglect.

Solution: Periodic or ongoing training programs keep them up-to-date on industry developments and best practices.

GETTING MANAGEMENT ON BOARD

Top executives often feel their companies cannot afford the time or money to invest in training.

Solution: Start small and deliver detailed performance reports at each phase that demonstrate the value of your training programs.



MEASURING RESULTS

Like everything else in business, your training programs will need testing and improving over time.

Solution: Measure employee and firm performance both before and after training to gauge the effectiveness of your programs.

The Impact of Successful Training Program on Productivity

The number one reason to train your employees is increased productive output. Consider the following theoretical example of training 10 employees:

TIME INVESTED IN TRAINING:

Number of training meetings:



4

Hours of preparation per meeting:



3 HOURS

Length of each meeting:



1 HOUR

Total time invested into training:



16 HOURS

The following year, these employees will work a total of

20,000 hours.

If training results in a 1 percent rise in productivity, your company will gain

200 hours of work.

SOURCES:

http://articles.businessinsider.com/2010-05-17/strategy/30096342_1_managers-training-productivity
<https://smallbusiness.dnb.com/human-resources/careers/job-training/1465-1.html>