



Training Basics

Cheat Sheet

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Essential Elements of Corporate Training

Corporate training equips employees with essential skills, enhancing their performance and benefiting the business.



According to **92% of employees**, employee training programs that are well-planned have a favorable impact on their level of engagement.

Key Components of Effective Corporate Training

- Needs Analysis:** Identify skills gaps and set.
- Learning Objectives:** Define clear goals for each training.
- Content Development:** Create relevant and varied content.
- Delivery:** Choose the best training format (in-person, online, blended).
- Assessment:** Evaluate if training objectives were achieved.
- Evaluation and Feedback:** Collect feedback and assess overall training effectiveness.

Set SMART Training Objectives

For a clear, goal-driven training approach, use SMART objectives. Here's a brief guide to effectively using them.

- S (Specific):** Detail what learners need to grasp.
- M (Measurable):** Use quantifiable metrics for evaluation.
- A (Achievable):** Set challenging yet feasible goals).
- R (Relevant):** Align objectives with company goals and learner roles.
- T (Time-bound):** Set a clear timeframe.

Create Engaging Content



Creating engaging content is important because it **captures attention, enhances retention, and motivates learners** to apply their knowledge effectively.

Role of a Corporate Trainer



A **corporate trainer** is a guide who:

1. facilitates learning,
2. designs tailored training content,
3. evaluates progress,
4. continuously updates their own expertise, and
5. serves as a motivator and coach.

Adult Learning Principles

Adult learning is unique and shaped by personal experiences and motivations. Here are the principles to remember:

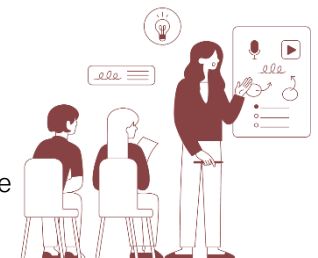
Self-Directed Learning: Adults seek autonomy in their learning.

Experience as a Foundation: Adult learners bring a wealth of prior knowledge.

Seeking Relevance: Adults need to see the "Why" behind the learning.

Goal-Oriented Approach: Clear objectives matter to adult learners.

Hands-On Learning: Active participation is key.



Training Need Analysis

The purpose of **training needs analysis** is to ensure training aligns with learners' needs, enhancing its relevance and effectiveness.

Three levels of Training Need Analysis

Organizational

Assess company-wide goals and strategies.

Occupational

Analyze skills and knowledge specific to roles within the organization.

Individual

Assess individual employee skills and find gaps.

Technology in Training

Course Authoring

Enhance visual appeal with tools like PowerPoint, CustomGuide, and Rise.

LMS

Centralize course delivery and manage training with platforms like CustomGuide, and TalentLMS.

Skills Assessments

Gauge training effectiveness using CustomGuide, Kahoot!, and Google Forms.

Survey Tools

Collect trainee feedback efficiently with SurveyMonkey, Google Forms, and Typeform.

Conferencing Tools

Facilitate virtual training and meetings via Microsoft Teams, Slack, and Zoom.

Boost Engagement and Participation

Engaged learners actively participate rather than just absorbing information.

Here are a few strategies to boost engagement and participation:



- **Interactive Content:** Use quizzes, role-play, and interactive visuals.
- **Collaborative Learning:** Promote group projects, discussions, and peer feedback.
- **Gamification:** Use points, badges, and leaderboards.
- **Acknowledge Participation:** Offer certifications and spotlight achievers.

Skills for Corporate Trainers

Corporate trainers should master the following skills to ensure successful learning outcomes.



Building Rapport: Foster trust and understanding with learners to enhance engagement and openness.



Effective Questioning Techniques: Use timely, well-phrased questions to promote critical thinking and gauge understanding.



Clear Communication: Convey information clearly and succinctly, ensuring logical flow and comprehension.

Assess Learner Performance

Assessments guide the direction of training by revealing what learners know and areas to focus on.

Types of Assessments:



1. **Pre-assessments:** Measure initial knowledge.
2. **Formative assessments:** In-training feedback.
3. **Post-assessments:** Evaluate post-training learning.

Challenges in Corporate Training

Difficult Participants can transform a training session into an uphill battle. Here's a quick guide to identify the main types:

- **The Disruptor:** Often interrupts or sidetracks discussions.
- **The Silent Type:** Rarely engages, making understanding hard.
- **The Know-it-All:** Oversteps, causing potential friction in sessions.

Combat Training Fatigue. To prevent training fatigue, trainers should:

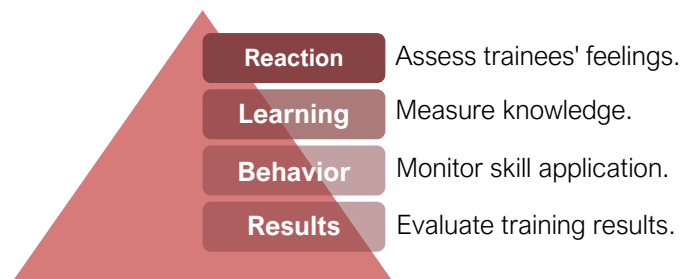
- Use various presentation methods
- Foster interactivity
- Schedule frequent breaks
- Ensure a comfortable learning space

Ensuring Transfer Training relies on:

- Using relevant real-world examples
- Highlighting role-specific content
- Offering post-training follow-ups
- Providing on-the-job coaching
- Creating practical and integrative training

Evaluate Training Effectiveness

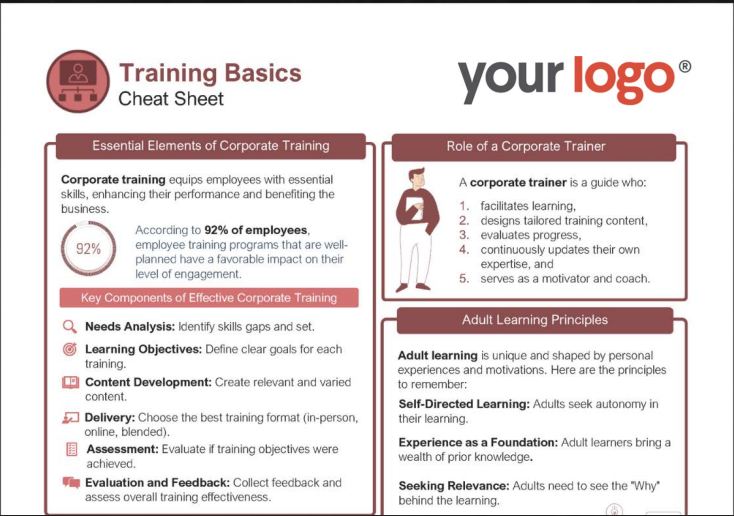
Picture the **Kirkpatrick Model**, a four-level tool that can guide you in assessing training impact.



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- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

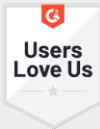
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