

An illustration of a man with brown hair, glasses, and a mustache, wearing a white shirt and a red tie. He is holding a brown pointer stick and pointing it towards a presentation slide. The slide is white with a red border and contains the text '5 STAGES OF CONDUCTING A TRAINING PROGRAM'. In the background, there is a window with blinds and a small potted plant on a shelf.

5 STAGES OF CONDUCTING A TRAINING PROGRAM

By

Lynchpin Training

A Management Training Organization



Conducting a training program is hitting many birds at the same time.



Skill acquisition



Employee satisfaction



Job efficiency



Career development



Business performance

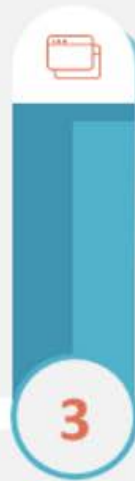
5 Stages Of Conducting A Program



Assess
training
needs



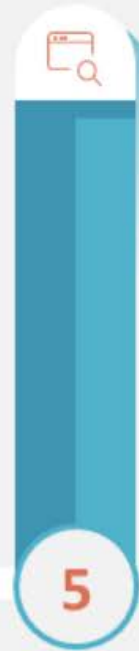
Design
a training
plan



Develop
training
materials



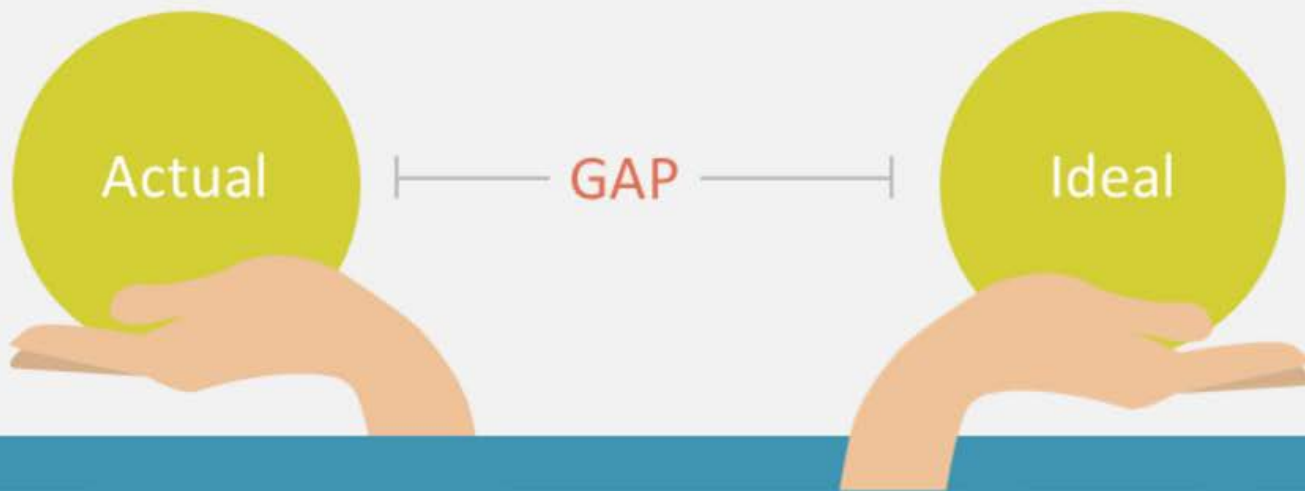
Deliver the
training
program



Evaluate the
training
program

#1: Assess Training Needs

Determine the reasons that justify the training investment.



The gap between the actual and ideal skills tells if training is necessary.

Training is not always the answer to resolve the identified gap. It can be other solutions such as:



Proper use of tools

Improvement of
working environment



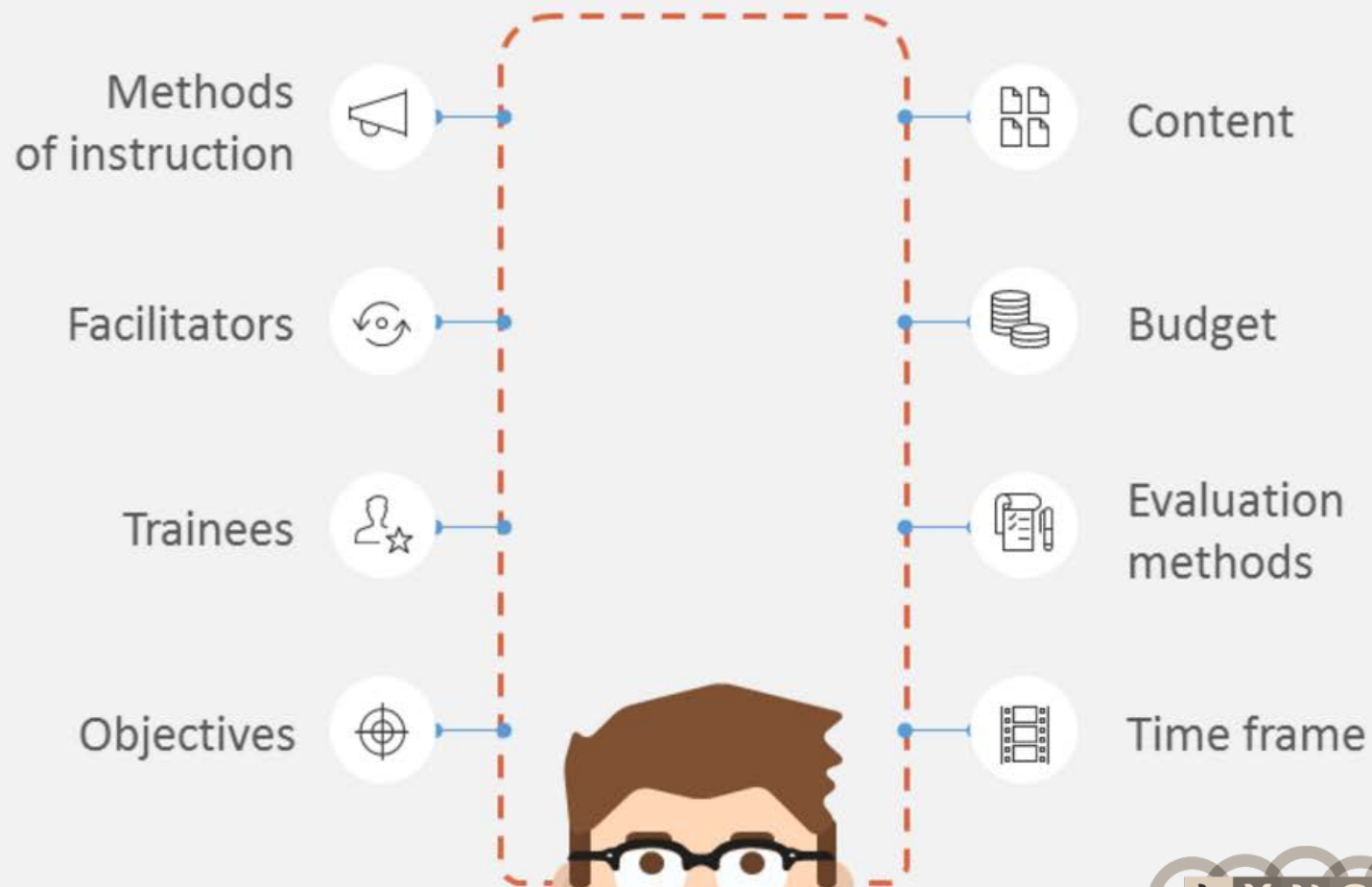
Introduction of an
information system

Modification of
company policies



#2: Design a Training Plan

The plan outlines training requirements, activities and resources such as:



3 BE'S OF DEVELOPING A TRAINING PLAN



Be specific.

Address the identified needs.



Be flexible.

Allow some room for changes.



Be open.

Seek help from other training facilitators.

#3: Develop Training Materials

Create a list of training materials based on the plan.



Some training materials include:



- ✓ Trainer's manual
- ✓ Trainee's kit
- ✓ Videos
- ✓ Songs
- ✓ Presentations
- ✓ Projector
- ✓ Feedback forms
- ✓ Workbooks
- ✓ Online access

#4: Deliver the Training Program

Trainers implement the plan through applicable methods.



CLASSROOM

- Presentations
- Videos
- Storytelling



INTERACTIVE

- Discussions
- Role play
- Games



HANDS-ON

- Demonstrations
- Drills
- Apprenticeship

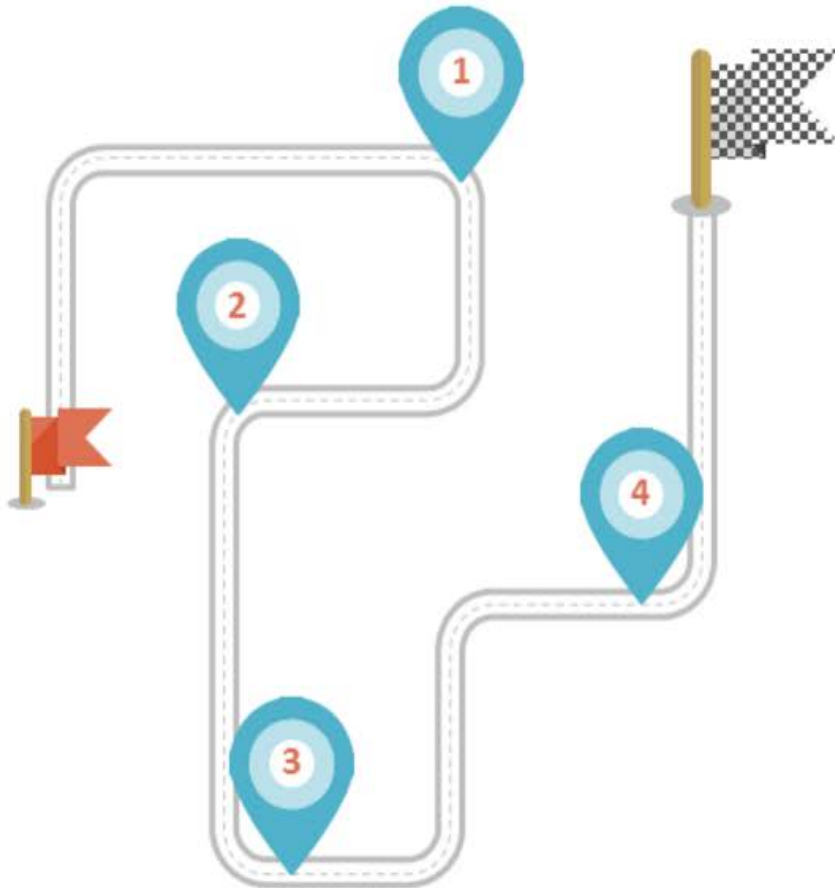
#5: Evaluate the Training Program

Determine if the training objectives were achieved. Common methods are the following:

-
1. Questionnaire
 2. Observation
 3. Interview
 4. Focus Group Discussion
-



4 AREAS TO EVALUATE:



1. Trainees' feedback on the training program
2. Trainees' acquisition of knowledge or skill
3. Application of acquired knowledge or skill
4. Effect of the training program on the business

3 A'S TRAINERS MUST REMEMBER:



Atmosphere.

Establish rapport and a positive learning environment.



Adjustment.

Modify training plan if necessary.



Attention.

Be mindful of the needs and interests of participants.

“Starbucks is not an advertiser; people think we are a great marketing company, but in fact we spend very little money on marketing and more money on training our people than advertising.”

Howard Schultz



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- Leadership & Management
- Emirati Development Program
- Microsoft Excel (Beginners to Advanced)
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