



Two Minute Reads: A series of tips that improve your performance at work in no time!

Susan Cain, Ed.D., Co-founder at The Corporate Learning Institute, writes about how training can be leveraged for your organization's benefit.

A Checklist for Making Training More Effective

There are certain ways to make a training program more effective. Implementing these methods before, during, and after the training will increase its impact on the trainees.

BEFORE TRAINING

You can ensure a more effective training impact by doing the following prior to your training:

- ✓ It is crucial to plan ahead. Make sure that the content is engaging and valuable, that the instructors are competent. Plan what you will deliver, also where and how.
- ✓ Prepare the instructors. Make sure they do their homework.
- ✓ Help make the trainees be more engaged by having each of them talk to a senior coworker. Have them talk to the coworkers about the problems that the organization is currently confronting.
- ✓ Assign materials to read previous to the training.
- ✓ Convince the organization to implement the training with as many people as possible.
- ✓ Gather information from the trainees before the program. Have each person write a paragraph about himself or administer an assessment.
- ✓ Have people in leadership positions go through the program first to set an example.
- ✓ Have the trainees prepare a written summary of their current biggest professional challenge.

DURING TRAINING

These are things you can do during the course of your training:

- ✓ At the beginning of training, focus on the issues that were brought up by the participants prior to the program. Allow the trainees to share their ideas with each other.
- ✓ Encourage participants to write notes/journal during the program.
- ✓ The instructor should make a bridge between the initial discussion about the participants' challenges and the content of the training.
- ✓ Instigate action-learning.
- ✓ Give the participants something that they can take with them and review, such as a binder with training materials.
- ✓ Understand how adults learn, for example, adults can memorize 7-9 things.
- ✓ Conduct some kind of activity that will involve participants' emotions.
- ✓ Have the participants brainstorm about what is the most important thing they got out of the training.
- ✓ Establish a group purpose.
- ✓ Have the participants "write a letter to themselves."
- ✓ Implement a buddy system.
- ✓ Go around the room and give everyone a chance to say what they learned.
- ✓ Have people publicly announce what they learned and how they implement the knowledge.
- ✓ Make the ending formal.
- ✓ Give participants a program icon.

AFTER TRAINING

You can optimize the impact of training by doing the following:

- ✓ Have participants teach other employees about what they learned in the program.
- ✓ Provide coaches.
- ✓ Create a program website where information from the training is posted.
- ✓ Have instructors available for participants.
- ✓ Send participants a newsletter.
- ✓ Have instructors work together with the participants to create an article.
- ✓ Schedule a follow-up program.

For more information read Making it sticky; How to facilitate the transfer of executive education experiences back to the workplace by Mark E. Haskins and James G. Clawson, Darden Graduate School of Business Administration, University of Virginia, Charlottesville, Virginia, USA. The current issue and full text archive of this journal is available at www.emeraldinsight.com/0262-1711.htm.

CLI provides coaching, training, and strategic planning services to help your business grow. Our expert, research-based design and facilitation skills will help develop more effective individual contributors, leaders, managers and supervisors, or strengthen teams and collaborative groups. We bring in the best content expertise and blend it with your culture and specific needs.

Find our blog at <http://corpdaily.com/>

For more Two-Minute Reads, go to:
www.corplearning.com/resources/two-minute-reads.

Contact us at corplearning@corplearning.com or at 800.203.6734