

Training and Developing Your Key Resource

Process to Maximize Your Training Return on Investment

Process to Maximize Your Training Return on Investment	When this Should Happen			Who Should be Involved		
	Before Training	During Training	After Training	Trainer	Boss	Trainee
Involve boss and trainee in identifying need for training	✓				✓	✓
Identify specific job related gaps that training will fit in	✓				✓	✓
Ensure that training budget is identified and approved	✓			✓	✓	
Identify best training method to fill skills gap	✓			✓	✓	
Obtain trainee "buy-in" to being on training	✓				✓	✓
Provide training in a positive learning environment.		✓		✓	✓	✓
Test trainee for understanding		✓		✓	✓	✓
Provide trainee opportunity to practice new skills		✓		✓	✓	✓
Provide trainee feedback on training and new skills development		✓		✓	✓	
Recognize trainee's progress, both positive and negative		✓		✓	✓	
Seek trainee's feedback on training, both positive and negative			✓	✓	✓	✓
Seek bosses feedback on impact of training on trainee's performance			✓		✓	
Reinforce trainee's new skills over time so bad habits don't emerge			✓		✓	✓
Modify/improve training, if needed			✓	✓		