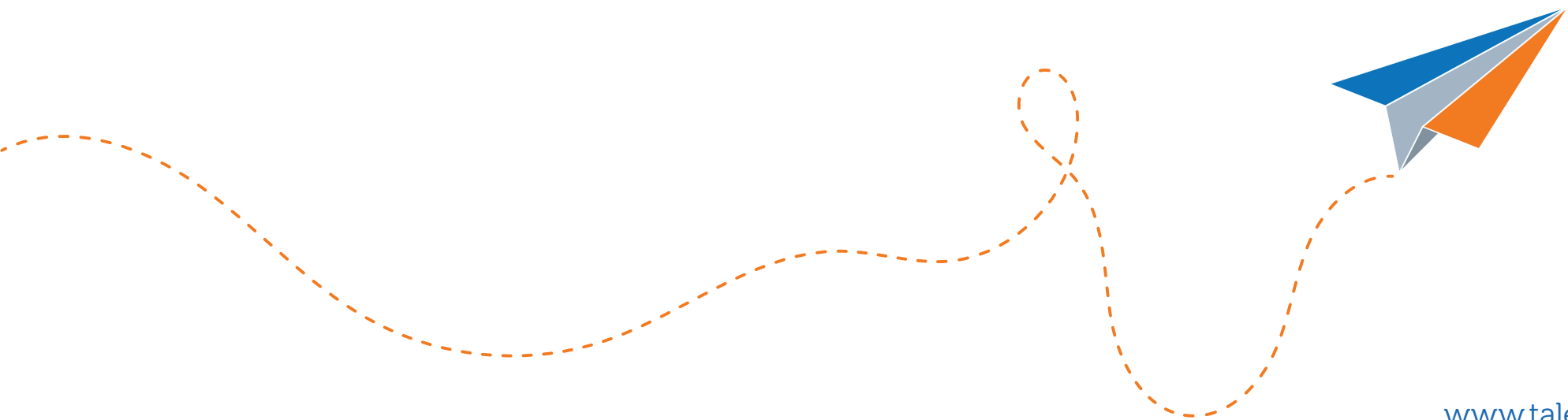




Plan your team's training for the highest impact

Using this plan, you'll be able to define the training goals that have the most meaningful impact on your team's performance, and then outline the steps needed to achieve them. The end result will be a customized training plan that ensures your team is growing and learning along with the needs of the company.



Plan your team's training for the highest impact



1. Describe your audience

Employees are most likely to engage in learning and to complete their training when the content is convenient, accessible, and relevant to them.



2. Set your destination

Training has a meaningful impact on team performance and company success when it starts with clear and measurable goals.



3. Map your path

To achieve their development goals, employees must be equipped with the right training, resources and support from the company.



4. Measure your success

Evaluating the success of training in the achievement of development goals provides the company with insights for future training improvements.



Who is your target audience?

Who are you training?

Even if you train multiple roles, plan one at a time.



What are their training limitations?

Which limitations will impact the type of training your audience can participate in?

- Limited time
- Limited internet access
- Limited computer and/or smartphone access
- Often off-site or out of office
- Limited experience with LMSs
- Frequent travelers
- Geographically dispersed
- Negative attitudes toward training



List the core knowledge areas for their role

What are the top 3 areas of knowledge impacting performance in the role?

1.
2.
3.

Refer back to these 3 knowledge areas when you reach Section 2 of the plan.



List the core skills for their role

What are the top 3 skills impacting performance in the role?

1.
2.
3.

Refer back to these 3 skills when you reach Section 2 of the plan.

SECTION 2:

Set your destination

Set measurable and time-bound goals

1. Enter each of the core knowledge and skills listed in Section 1 into the first column of the table below.
2. In the third column, set specific, attainable and relevant development goals for each knowledge area and each skill.
3. In the second column, set a date by which the goal must be achieved.
4. In the last column, define how the goal will be measured, i.e., how will you know whether or not it has been achieved?

	By this date:	Employees should be able to:	As measured by:
CORE KNOWLEDGE AREAS			
1.			
2.			
3.			
CORE SKILLS			
1.			
2.			
3.			

Each core knowledge area and core skill can have more than one development goal.



Check that your goals are S.M.A.R.T.

Do your goals meet all of the following S.M.A.R.T. criteria?

- SPECIFIC**
Is each goal focused on one skill, behavior, or area of knowledge?
- MEASURABLE**
Have you provided a measure to indicate the achievement of each goal?
- ATTAINABLE**
Is each goal a realistic accomplishment for the period of time and the target audience?
- RELEVANT**
Is every goal relevant to the development of the target audience and the needs of the company?
- TIME BOUND**
Have you set a date by which each goal should be achieved?



Allocate training to each goal

For each of the development goals set in Section 2, specify the training activities, resources and roles that will lead to their achievement.

DEVELOPMENT GOAL			
Training activities:	Roles:	Resources:	Date of activity:

DEVELOPMENT GOAL			
Training activities:	Roles:	Resources:	Date of activity:



Did you reach your destination?

Evaluate the success of training delivered for each of the development goals specified in Section 3.

DEVELOPMENT GOAL			
On this date:	Training success was measured by:	Successful or Unsuccessful?	Reasons if unsuccessful:
DEVELOPMENT GOAL			
On this date:	Training success was measured by:	Successful or Unsuccessful?	Reasons if unsuccessful:

Use insights from the evaluation to improve the next round of training.