

# Effective Training Techniques

Frontline Leaders must effectively train both new employees and experienced workers. This one-day program demonstrates precise and practical methods to train employees more effectively. You will also learn how to identify worker training needs and provide thorough, just-in-time, on-the-job training.

## Learning Objectives:

- Identify the business benefits of using proper training methods.
- Recognize and evaluate training needs of employees.
- Create job breakdowns and define clear training objectives.
- Apply adult learning principles to design effective employee training.
- Plan, schedule, and deliver quality training to your employees using a 5-step method.



**CEUs:**  
0.7 (7 hours)

**HRCI Credits:**  
7 HR (General)

**SHRM:**  
7 PDCs

## Learning Options:

- Classroom training
- At your location

## Who Should Attend:

- New and experienced frontline leaders from office, manufacturing, and service organizations.

## Learn. Grow. Succeed.

Delivery options include learning at MRA, at your location, or online. Contact MRA to explore how this program may be customized to your unique individual and team training needs.



[www.mranet.org](http://www.mranet.org)

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# Course Outline

- **Understand your current level of knowledge of job training**
- **Discuss adult learning principles**
- **Identify the elements necessary to design on-the-job training**
  - ◆ Determine whether training is the right solution to your problem, and if so, what is needed
  - ◆ Inventory and schedule training
  - ◆ Write training objectives
  - ◆ Write job breakdown sheets and test for effectiveness
- **Recognize the common mistakes trainers make**
- **Prepare a training demonstration**
  - ◆ Demonstrate and receive feedback on that training

“ I will use my newfound knowledge that people cannot multitask to restructure my presentations. I will also use the job breakdowns we learned for my team to help them better understand their functions. ”



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