

# Effective Training Techniques

Frontline leaders must effectively train both new employees and experienced workers. This 1-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.
- Define clear training objectives.
- Create job breakdowns (standard operating procedures).
- Apply adult learning principles to design effective employee training.
- Plan, schedule, and deliver quality training to your employees using a five-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
- Individuals who provide leadership, direction, and guidance to a work group but not officially “management” employees

## 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.



## Course Outline

- **Understand your current level of knowledge of job training.**
- **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 breakdowns (SOP's) and test for effectiveness.
- **Recognize the common mistakes trainers make.**
- **Discover training tips and techniques using adult learning principles.**
- **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. ”