

# WORKPLACE TRAINING EXCELLENCE PROGRAM



The [Workplace Training Excellence Program](#) is designed to assist organizations in developing the knowledge and competencies of in-house trainers and leaders. This program provides participants with the professional skills to successfully build, adapt and execute comprehensive on-the-job workplace training based on the experience of the employee.

## WHO SHOULD ATTEND

- Trainers
- Facilitators
- Managers/Supervisors

## SESSION DETAILS

- Half-day workshop
- Between 10-20 participants
- Interactive format
- Take-away resource guide and trainer resources

## BENEFITS TO BUSINESS/INDIVIDUAL

- Provides participants with the specific tools and techniques required to effectively develop tailored training plans
- Organizations take advantage of the flexibility and cost effectiveness of using their own in-house trainers to enhance overall performance of their organization
- Improve employee job performance and organizational results

## PROGRAM AT A GLANCE

Designed for organizations that want to develop and improve on-the-job training and leadership skills. Participants gain the skills, tools and confidence to successfully develop practical, on-the-job training plans to ensure learner comprehension and transference of skills to the job. Through this 1/2 day workshop participants will acquire a solid understanding of adult learning principles and discover the different synergies between learner styles to create a beneficial learning environment

- Understand the 7 Principles of Adult Learning and best practices for teaching adult learners
- Learn how to develop a focused on-the-job training plan, tailored to individual learner needs
- Discuss different training needs and approaches for new versus experienced learners
- Discuss priorities and objectives of on-the-job training
- Review the purpose and desired outcomes of a 30 day onboarding training plan and initiate training standards for first 30 days on job