

## Building a Training Plan:

### 7 Key Components

62%

of HR leaders say that employee career development is the most important factor driving learning within their organizations<sup>1</sup>.

83%

of leaders plan to align workforce skills and training more closely in light of rapid technological advances<sup>2</sup>.

Strategically implemented training and development fuels performance outcomes for your entire organization.

And the first step to achieving the best L&D program results? A well-designed employee training plan.

#### Key Components of Your Training Plan

An effective training plan should detail the actions, activities, and tasks necessary to reach a training goal or objective.

Use the following to create your training plan and make sure you have everything needed to successfully align goals, keep learners on track, and measure the impact of your learning and training programs:

#### 1) Audience and Stakeholders

Your plan should identify all parties involved in the training and their responsibilities at each stage. Make sure that each party is clear on their roles, including:

- A list of learner groups that need to receive training
- Which trainers, mentors, and coaches you can involve
- The line managers who will need to run post-training employee check-ins and make learning a priority for their teams
- A list of C-suite and other leaders who need to build learning into the culture

#### 2) A Schedule and Timeframe

Specify the timeframe and how long each step of the program should take, keeping the following in mind:

- Mandatory courses and external deadlines
- Your live training and/or webinar schedule
- Deadlines for assessments, milestones, and course completion
- The frequency of manager check-ins and assessments

#### 3) Learning Goals and Objectives

Define the expected outcomes and benefits as a result of training programs, considering:

- The purpose of the training program
- The intended benefits for both employees and the organization
- How training will support short-and long-term business goals
- The desired skills, competencies, and knowledge learners will gain

#### 4) Performance Metrics and Success Criteria

Goals and metrics clarify your training purpose and help benchmark, monitor, and evaluate the success of your programs. Think about:

- Expected measurable outcomes of training
- How to measure and share success
- Metrics to track retention and application of knowledge and skills
- The impact of this training on business performance
- How often you'll measure and share the results

#### 5) Tasks and Learning Activities

Map the steps and activities employees will take to meet the objectives, accounting for the following:

- The learning objectives and takeaways for each lesson
- The training formats and delivery methods used (and how to deliver training to remote teams or field workers)
- How the training program will be structured and paced
- The target date and actual completion date
- The relevance of each course and activity, based on learners' prior knowledge, skills, and goals

#### 6) Training Methods and Formats

Include activities that will support training programs, and be sure to check that:

- Content is relevant, up-to-date, and provides an engaging experience
- Employees have access to on-demand learning in various formats (videos and interactive quizzes, for example)
- Programs facilitate culture change and encourage collaboration
- You incorporate a variety of different training methods and types
- Courses are available offline and optimized across devices

#### 7) Training Follow-Up, Evaluation, and Reinforcement

Once the training program is complete, how will you continue to monitor performance? Ensure that:

- Courses engage learners, lead to long-term knowledge retention, and increase performance
- You provide follow-up activities to refresh learners' knowledge and skills
- Training programs continue to drive business performance
- The training had its desired impact based on your initial goals

#### Additional sources:

1. [getbridge.com/resources/future-of-learning-technologies-2023-report/](https://getbridge.com/resources/future-of-learning-technologies-2023-report/)
2. [deloitte.com/us/en/pages/chief-executive-officer/articles/ceo-survey.html](https://deloitte.com/us/en/pages/chief-executive-officer/articles/ceo-survey.html)

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