BRIDGE

Building a Training Plan:



Key Components



career development is the most important factor driving learning within their organizations.

your entire organization.



more closely in light of rapid technological advances².

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

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

Key Components of Your Training Plan

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:



their responsibilities at each stage. Make sure that each party is clear on their roles, including:

1) Audience and Stakeholders

 A list of learner groups that need to receive training Which trainers, mentors, and coaches you can involve

Your plan should identify all parties involved in the training and

employee check-ins and make learning a priority for their teams

The line managers who will need to run post-training

- A list of C-suite and other leaders who need to build learning into the culture
- 2) A Schedule and Timeframe



 Your live training and/or webinar schedule Deadlines for assessments, milestones, and course

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

- The frequency of manager check-ins and assessments

organization

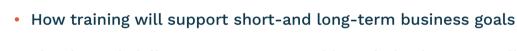
gain

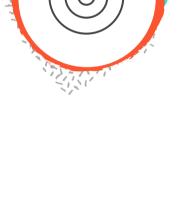
benchmark, monitor, and evaluate the success of your

Expected measurable outcomes of training

How to measure and share success

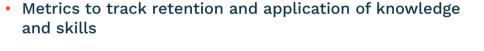
programs, considering:





completion

4) Performance Metrics and Success



How often you'll measure and share the results

• The impact of this training on business performance

- Map the steps and activities employees will take to meet the objectives, accounting for the following:
 - The training formats and delivery methods used (and how to deliver training to remote teams or field workers)
- 6) Training Methods and Formats

How the training program will be structured and paced

The relevance of each course and activity, based on learners'

The target date and actual completion date

prior knowledge, skills, and goals

- Include activities that will support training programs, and be
 - You incorporate a variety of different training methods Courses are available offline and optimized across
 - 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

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

Training programs continue to drive business performance

The training had its desired impact based on your initial goals

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partners and customers, build skills, and drive results.

Contact us today to see how we can help you build effective

learning to their employees, partners, and customers. Create, catalog, and deliver

hosting, analytics, live training, and a mobile app. Bridge has helped thousands of organizations worldwide meet compliance, onboard staff and volunteers, train their

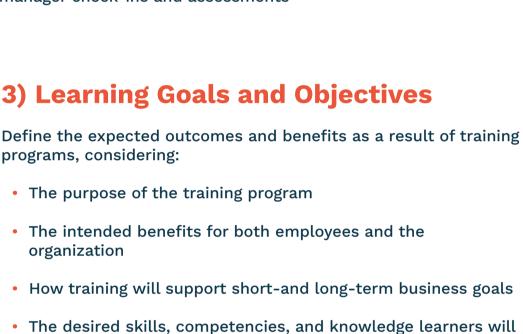
training at scale with course authoring, automated learning journeys, video



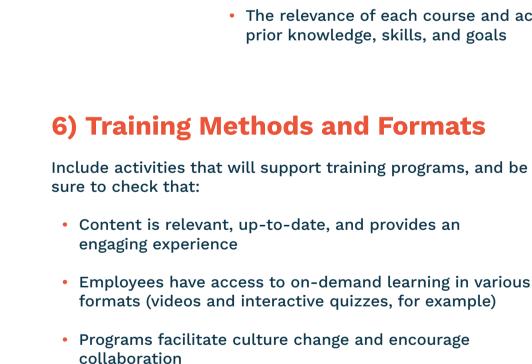




programs. Think about:



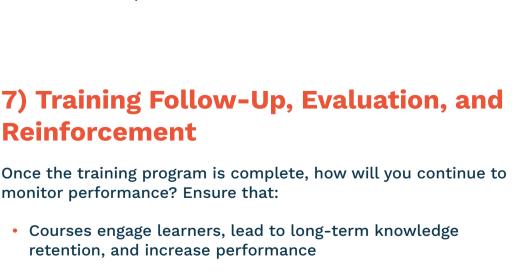




and types

devices

Additional sources:





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