The Training Program Mangement Cycle

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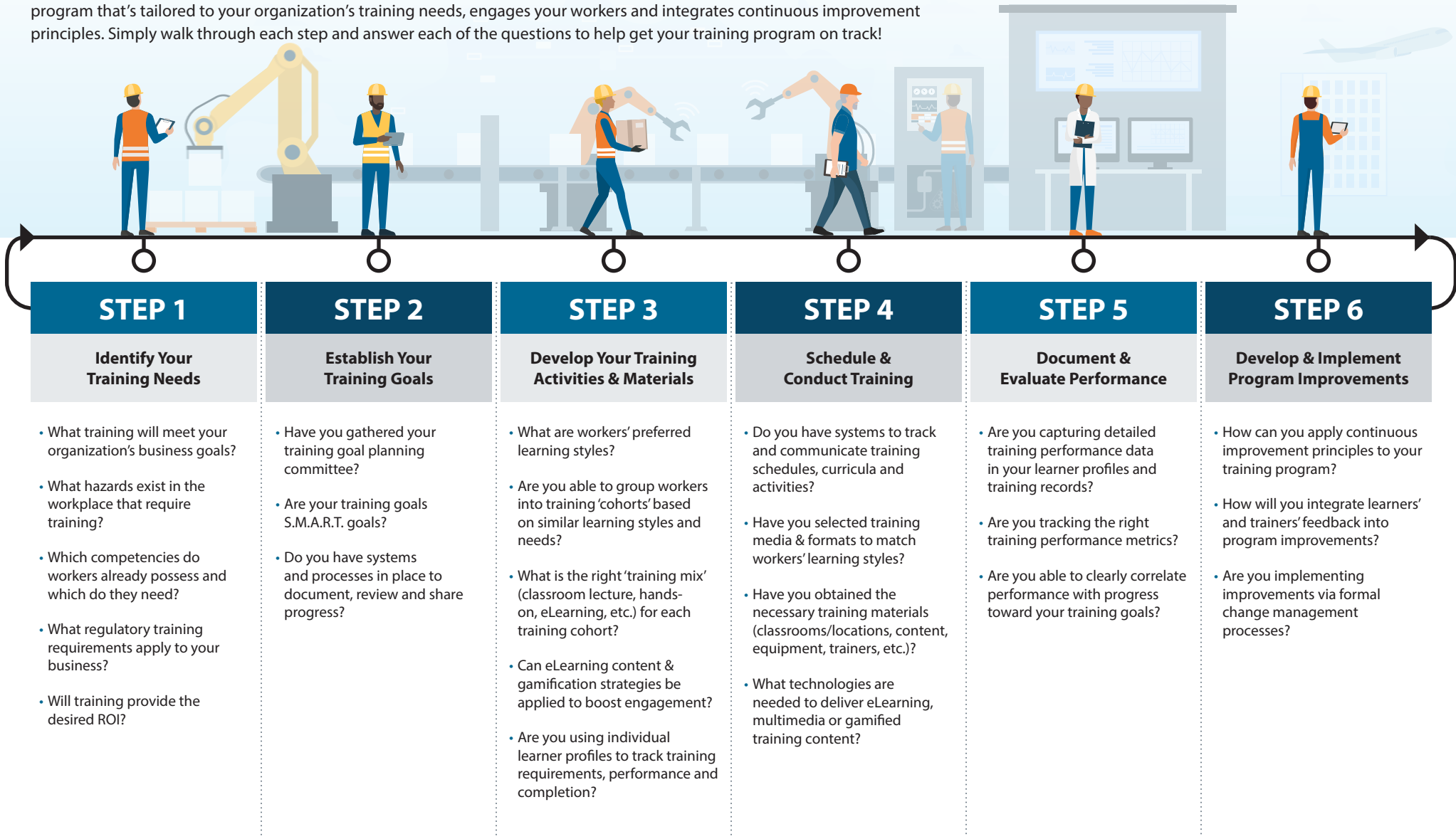
Our **Training Program Management Cycle** offers a systematic, process-based framework to help you build and maintain a training program that's tailored to your organization's training needs, engages your workers and integrates continuous improvement principles. Simply walk through each step and answer each of the questions to help get your training program on track!

STEP 1
Identify Your Training Needs

- What training will meet your organization's business goals?
- What hazards exist in the workplace that require training?
- Which competencies do workers already possess and which do they need?
- What regulatory training requirements apply to your business?
- Will training provide the desired ROI?

STEP 2
Establish Your Training Goals

- Have you gathered your training goal planning committee?
- Are your training goals S.M.A.R.T. goals?
- Do you have systems and processes in place to document, review and share progress?

STEP 3
Develop Your Training Activities & Materials

- What are workers' preferred learning styles?
- Are you able to group workers into training 'cohorts' based on similar learning styles and needs?
- What is the right 'training mix' (classroom lecture, hands-on, eLearning, etc.) for each training cohort?
- Can eLearning content & gamification strategies be applied to boost engagement?
- Are you using individual learner profiles to track training requirements, performance and completion?

STEP 4
Schedule & Conduct Training

- Do you have systems to track and communicate training schedules, curricula and activities?
- Have you selected training media & formats to match workers' learning styles?
- Have you obtained the necessary training materials (classrooms/locations, content, equipment, trainers, etc.)?
- What technologies are needed to deliver eLearning, multimedia or gamified training content?

STEP 5
Document & Evaluate Performance

- Are you capturing detailed training performance data in your learner profiles and training records?
- Are you tracking the right training performance metrics?
- Are you able to clearly correlate performance with progress toward your training goals?

STEP 6
Develop & Implement Program Improvements

- How can you apply continuous improvement principles to your training program?
- How will you integrate learners' and trainers' feedback into program improvements?
- Are you implementing improvements via formal change management processes?

VelocityEHS Training & Learning is a comprehensive cloud software solution that combines interactive eLearning content, powerful training management tools, and advanced tracking and reporting features to simplify training compliance and maximize training program performance. Contact Us to Learn More