



Acumen

Analyze the Past, Create the Future.

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Quote of the Month

"Prior proper preparation prevents poor performance of the person putting on the presentation."

- Lenny Laskowski

Superstar Strategies

Training: Maximizing Return on Investment

An effective training program has several critical components:

- ★ **Skilled trainer** - A trainer should be well-versed in learning styles, instructional strategies, and delivery techniques.
- ★ **Task and training needs analyses** - Sometimes training may not be the right answer to enhancing performance.
- ★ **Goal statement and learning objectives** - We must know where we want to go in order to get there.
- ★ **Training plan** - A properly designed plan facilitates execution and improves results.
- ★ **Testing methods** - Verify competency to determine if the learning objectives have been met.
- ★ **Course evaluation** - Strive for continuous improvement in contents and delivery.
- ★ **Documentation** - Keep a written record of the date, topic, trainer's name and credentials, and participants' names.
- ★ **Program validation** - Confirm that the training program has the desired impact.

