Tips for Effective Training by Amit Kataria

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Measuring the effectiveness of training programs may often be taken lightly. That's because this area is quite subjective in nature. However it is critical to accurately measure the success of training sessions in order to find out improvement areas and matters of concern. Merely downloading information using several mediums does not prove beneficial in the long run. It thus becomes critical to do two activities - device ways of measuring training effectiveness and learn methods of improving training sessions.

There are some common tips and techniques that all presenters should practice to make training organized and interactive.

It is firstly important for every instructor to explain the trainees why they were chosen for this programme. In addition, one should discuss the advantages this session will provide to the concerned department or division.

Moving towards the interaction aspect, the students should share their expectation from the training. When candidates are asked to share a personal element in the session, they exhibit a higher learning potential. Trainers should try covering these expected aspects if reasonable and mention reasons in case there are 'off the context' hopes.

It is essential for all presenters to set expectations from their end too. Talking about attendance, punctuality and participation proves helpful in maintaining the decorum of the training programme. An obvious part of every session is introduction. All attendees must be acquainted with one another as this helps to increase comfort and facilitates communication.

Adopting new and better techniques for improving training additionally helps instructors to make boring sessions lively. A lot of training programmes, both in-house and outsourced are conducted now-a-days. It is comparatively easier for presenters to make sessions lively for subjects like soft skills, etiquettes, personality development etc. However there will be complex topics like SharePoint training, Cloud Computing, Project Management, Virtualization etc. Making such training sessions interesting is often a challenge; however it is fairly achievable with a little dedication.

While we already know what all needs to be done at the start of a training session, there are few crucial things that need to be performed during the progress of it. If it is a session extending up to a few days, trainees should be made to brief their managers about it. This enhances the learning outcome as candidates practically share their experiences.

Other than this, there should be discussion pertaining to the problems and doubts of students so that they can understand on-the-job implementation of learned stuff. Managers can also involve other employees (those not attending the training) in the interim assignments that trainees are assigned.

The responsibilities of training continue also after the completion of the programme. Every presenter must collect feedback in terms of what the students learnt and how will they apply it in their daily life. Suggestions for improvement, if taken, make the programme all the more constructive and a healthy experience for trainees. Candidates can additionally provide names of potential people who can attend the training.

With these vital ingredients for a successful training, it is important to keep in mind that training is

equally the responsibility of everyone else, as much it is of the human resource department.

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