

# TRAINING DEVELOPMENT PLAN

## 1. Select a topic and determine the focus.

Contemplate the topic and decide what aspect of it to emphasize. (I.e.: refresh training, loading/unloading, lock out procedures, replacing parts, etc.)

## 2. Determine the objective.

Consider what the training should accomplish. The four most common objectives are:

- ▶ **Performance — what employees are expected to do with the information**
- ▶ **Knowledge — what employees need to know in order to be successful**
- ▶ **Skill — what abilities employees need to have or develop as a result of the training**
- ▶ **Attitude — what employees need to believe or agree with in order to carry out their responsibilities to the highest possible standard**

## 3. Select content based on the Objective.

Consider what would help achieve the most successful outcome. Look for items such as applicable regulations or standards, manufacturer's specifications, incident records, audit results, company policies, etc.

## 4. Develop a plan.

Adults learn best when they can associate the information to real situations, when they can be directly involved (hands-on), when the training is positively reinforced and when the information is repeated at appropriate intervals. Using props or visual aids can help appeal to different learner types.

## 5. Monitor actions and behaviours following the training.

To confirm that the objective was met, the supervisor must evaluate the workers and monitor the worksite regularly. Constructive criticism should be given anywhere necessary to maintain or improve training practices