



Track Training Services (UK) Ltd
“Developing People - Developing Business” TM

Track Training Tips No 1.

10 Steps to Training that Works.

1. Both individual and team training must be linked to the achievement of Personal and Business Objectives
2. The Learning Objectives must be clear and understood
3. The Learning must be capable of Evaluation
4. Training should be participative and engaging – not ‘lecturing at’
5. Line managers must be aware of their responsibility in transferring the Learning back to the workplace
6. Motivation comes before Learning – therefore, learners should want to attend and learn
7. Delegates need to understand why they are attending and what they are expected to learn
8. The training should be delivered at a time and place, and in such a way that ensures the greatest likelihood of transfer of Knowledge and Skills
9. Training should not be a ‘one off’ – but part of an ongoing process
10. Each programme needs a senior management sponsor.

Thanks for reading.

Best regards

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