

10 Steps for Building a World-Class Employee Training Program

Many business organizations have been building their own online training programs to make sure employees have appropriate skills and aptitude to perform business operations. Building an effective program can be quite difficult. In most cases, business organizations don't have experience in developing and building online courses to fulfill corporate goals or find educational guides and internal mentors.

However, some business organizations have still done an exceptional job of tailoring online education to meet the needs and requirements of their employees and business operations. Here are 10 important steps to build a world-class online training program.

1. Educational qualifications & training curriculum should be mapped into position descriptions

In case you are a basic-level programmer and want to become a database administrator, you should log into a corporate intranet and research various online courses and prerequisites that are required to prepare and qualify you for a database administrator position. Defining position descriptions will be your first step to develop a training program.

2. In-House Training Environment Supported by Corporates

When you are beginning with C-level executives, it is important to value your time, dollars and people to training. Various departments in your organization need to work together on training development. Moreover, you need to be willing to commit the energy and time of some of your best employees to this task. Training participation should be directly linked to employee performance.

3. Internal Mentor System is Important

In order to develop the best online training program, it is extremely important to realize the potential of human interaction for increasing productivity and efficiency. Companies which develop perfect online programs assign employees in senior management to mentor other employees in the organization. These mentors guide students about everything essential for improving productivity and efficiency.

4. Keep Your Focus on Knowledge Transfer

Effective training programs always aim for instant knowledge transfer into workloads and business projects. A business organization can simply do this by creating effective training assignments that can be directly applied in real projects. In simple words, if a student wants to become a database administrator and takes a course for database training, you need to develop an assignment related to a new database that the business organization plans to place into production.

5. Employees Need to Commit to Training and Career Development

Almost every business organization completely commits itself to training courses. A company also gives time to employees to work for training. However, this may not be enough for some business organizations. Most successful business organizations demand a commitment from students to train themselves on their own time. Employees also need to actively participate in training courses.

6. Prompt Feedback is Necessary

Usually, online learning is supposed to be self-directed. Therefore, students can easily go for extended periods without any feedback. Effective corporate training programs don't make this common mistake. If your employees start performing well after receiving training, their efforts should be recognized. Similarly, if they are experiencing any problems, managers and mentors should be present to help realign expectations. In fact, mentors and managers should also revisit career goals with their employees.

7. Round-the-Clock Intranet Training Portal for Tracking and Administration

Your employees should be able to access their progress and feedback anytime from anywhere. They should be able to know how far they have progressed in realizing their career goals and your business organization's expectations. Therefore, you need a round-the-clock intranet training portal for instant tracking and administration.

8. Dedicated Training Function for Overall Curriculum Development

Business organizations providing effective online training have a committed and dedicated team of internal training professionals. These professionals administer and develop the training program. Most of the time, this team is part of the Human Resources department. However, specialized departments like IT can also have their own training functions.

9. Reward and Recognition

Business organizations with effective and successful training programs always recognize and reward employees who perform well. Some business organizations even issue certificates when a course is completed. In some cases, employees also get job promotions and salary increments.

10. Training Needs to be Evaluated Regularly

Like every other task and department of your business, it is important to evaluate training regularly. Proper evaluation will let you know if everything is proceeding as expected. Tracking software – WalkMe actually works really well in this regard – can be extremely valuable as well.

Employees in a business organization need continuous training to improve and evolve. Therefore, you need to develop a world-class online training program to improve productivity and efficiency.

