

# Training plan business plan example

[Business](#), [Company](#)



## **Training plan**

Training is the acquisition of know-how, skills and competences from teaching through learning or practical skills that relate to the nature of the work and the field of the trainee. Capability, performance and productivity are the goals that training should focus. Level of the technology involved in determining the nature of the training required. Taking a company of 25 employees, which has an expectation of 50000 dollars as the net and aims an annual revenue growth of 5 percent, training will focus more on their productivity and preparation on how to attain the company's objective.

## **Training methods**

Developing the training plan the following has to be in place and considered. It will take several elements which will have to be integrated in the entire process.

## **Establishing the training goal**

The company's purpose of the training must be clear to the trainee and well articulated. For instance, the annual net expectation, annual growth rate and the turnover expectation are the goals that a company will consider. In addition, the trainer is supposed to identify the benefits that the trainees will acquire in the process. These are skills and the information in a detailed knowledge of the company's policy, procedure and enhancement of the customer service skills.

## **Identifying the trainee and the type of media**

This helps in indication of the individual and the group to participate in the training. It depends whether are new employees or certain department in the company. This makes easier in deciding the method and the type of the media to be used in the training. There are several types of the media that are used in training. Examples are videos, software, websites and the computer. Therefore, it depends with the management on the suitability of the media to the nature of the training being conducted .

## **Selection of the trainers**

The management has the capacity of selecting the experts and experienced trainers in the field that they want the employees to be trained. They are supposed to consider and give the required skill to the employees. The trainers should be in a position of coaching and mentoring the employees by training for learning skills or the facts behind the success of the company. The training may be a lecture, group discussion, tutorial or outdoor training depending with the management or the trainers.

## **Development of training content**

The training content should be in a manner that enhances learning principles of attaining the company's goals of 50000 dollars net and annual revenue growth of 5 percent. In the content, the employees turnover should also be emphasized on attaining 10 percent annually. Creation of the training topic should be outlined by the management in ensuring the areas that they are targeting are addressed during the training. The lesson design and the training modernity should be the choice of the trainer. This is in engaging the

trainees on the training activities and accommodating a variety of learning styles. Finally, in this step, the training feedback should be addressed as it shows the effectiveness of the methods that are being used.

## **Outlining the training structure**

In a company of 25 employees has an advantage in the training especially when using one-on-one training. Having different role in the company, the employees get tasks oriented training. Therefore, the interaction of the trainers and the trainee helps in enhancing the quality of the training. Customer service skills are well addressed in case studies, role-play and problem solving activities efficiently.

## **References**

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