

Essay on training outline

[Business](#), [Management](#)



- The training will take one month and emails will be sent to all people expected to be in the training.

1. 1: Initiation

- This will be done a month in advance. In order to train all the 309 people each class will have 16 people.

- It will take place on Mondays and Tuesdays four times a week for a month at 8. 00 a. m. to 9. 00 am and from 9. 30 am to 10. 30 am.

2: Communicating virtually

2. 1: The second course is ‘ communicating virtually’ which will take place on Monday and Tuesday at 1. 00 pm to 2. 00 pm and 2. 30 pm to 3. 30 pm.

2. 2: The course ‘ creative problem solving’ will be held on Wednesdays and Thursdays at 8. 00 am to 9. 00 am and 9. 30 am to 10. 30 a. m.

2. 3: ‘ Change management’ course will be on Wednesdays and Thursdays from 1. 00 p. m. to 2. 00 p. m. and 2. 30 p. m. to 3. 30 pm.

3: Arising issues

3. 1 Announcements will be made a week after the emails have been sent that before moving to a sole telecom environment classes above must be complete. The trainer will also provide the necessary class materials.

3. 2 If by any instance an individual is not able to attend class at the scheduled time, they should contact the training team for some special scheduling.

4 Registration

4. 1: Following the above announcements the announcement that ‘ There are only two weeks for those who have not yet registered for classes and are still

interested' will be made. This will be done on the second week after the emails are sent.

4. 2: When a month ends it is time to administer the classes. During this time attendance will be taken to ensure all employees report to class. In addition, it will be checked if there are questions or comments at the end of every class and a follow up on the trainers will be done on a weekly basis. This will be done to check if there are any issues, concerns and any additional information that may come up.

5: Completion

5. 1: When the training is over there will be an announcement made that the training has come to an end directed to the team. Everyone will be congratulated and wished luck for finishing the training.

5. 2: Contact information will be issued in case there are any questions.

Following this a report of ending of classes will be given to the management.

This will include a compiled course completion statistics.