

GBMP Learning to Train



LEARN EFFECTIVE METHODS FOR TEACHING CONTINUOUS IMPROVEMENT DURING THIS COMPREHENSIVE COURSE. INCLUDES HANDS-ON PRACTICE OF A VARIETY OF TOOLS AND SKILLS REQUIRED TO SUCCESSFULLY EDUCATE, TRAIN AND FOSTER A TEAM-BASED ENVIRONMENT.

Overview: Learn to identify training needs, develop plans and materials that respond to the needs of your workforce, and how to implement and measure the effectiveness of your training programs. Using a variety of hands-on practice activities, future trainers will learn how to plan, document and conduct training that is targeted to encourage and accelerate improvement behavior and problem solving skills. Attendees will be introduced to methods for documenting and quantifying training programs and processes, such as cross-training matrices and course evaluation forms. The course reinforces the important people issues that are the cornerstone of effective training, and covers the cultural and organizational issues that help create an environment where improvements are made by everyone, everyday, providing many takeaway ideas that students can immediately apply in their own workplaces.

After taking this class attendees will be able to:

- ✓ Describe the role of the trainer in successful training program design and implementation
- ✓ Apply proven training designs and methods for planning and implementing successful training programs
- ✓ Identify training needs throughout the organization
- ✓ Document a training program, Monitor and measure the outcomes of a training program
- ✓ Point to specific methods, skills and tools that encourage continuous improvement behaviors
- ✓ Deliver customized training that is tied to organizational needs

Who should attend? This course is appropriate for potential trainers or managers from all disciplines within the organization that must assume responsibility for designing and/or implementing training programs and courses. It is geared to anyone interested in learning how to train more effectively, particularly in an organization on the continuous improvement journey. It is especially relevant for anyone with new responsibility for training people or leading in continuous improvement activities. It should be a required course for any new training manager in a company practicing continuous improvement or who has limited background training in a team-based environment.

Time Commitment? 16 hours

Course Outline:

- Training and learning styles
- Tools and Techniques for identifying training needs
- Designing and documenting training programs
- Implementing effective training programs
- Monitoring and Measuring training for effectiveness



617-710-7033



JMillman@gbmp.org
www.gbmp.org



60 Austin Street
Newton, MA 02460