

A Startling Fact About How To Create A Winning Training Program In 30 Days

By, George Ritacco

The competitive edge is an elusive rabbit that we all chase. Our competitors, economic conditions, and budgetary allocations drive all of the decisions we make when we train. How do we insure that the training we deliver continues to be effective and has an impact? The demand for increased productivity and more quick-fix training programs promotes disorganization and wastes resources, not to mention that it creates stress and strain on our staffs. The question that arises is: How do we develop strategies and learning methodologies that will work for our organizations, especially if we are constantly putting out fires and handling crisis training issues? While it's easy to identify the inefficiencies, the solutions can be a bit more difficult to pin down.

What Is Your Training “BUSINESS” Plan And How Does It Align With Your Vision, Mission And Business Objectives?

The proactive training administrator realizes that his or her role and impact is directly related to the philosophy of executive management. It's unfortunate, but true. The value of training is determined by the top decision makers in your organization. We can calculate return on investment analysis all day long, but if training is not perceived as important to the organization—then what? *It's not important to the organization.* If top management says we're valuable—we are; and when that message is conveyed to the rest of the organization, we have credibility.

Altering Perspective And Securing A Case – How To Get Total Company Support.

We can play a pivotal role in our organizations by understanding the plans and objectives of our CEO. How does he or she want to position the company in the market place and how do we train our work force for that objective? Having a good sense of the overall large picture can be the blueprint for developing our training strategy. If we understand the company's plan and objectives, what new products are being developed, what services are currently driving the organization, then we can assess the current situation and make practical suggestions for additional training and development opportunities. When questions are asked about return on investment, or "Will we retain employees and reduce turnover?" - we absolutely have to have the answers; we are expected to be resources for this information. It's necessary for training administrators to learn to speak the language of business and learn what the key elements are that quantify and measure success.

Top management support is like being issued an E-ZPass for tolls; you now have the green light to proceed and be welcomed, but not necessarily accepted. Acceptance is earned by the work you perform and the value you add to the organization. But, like anything else in life – perception is reality. If you want to be perceived as the person with the answers, then you need to have the answers. If you're smart and you prepare yourself, you can not only change someone's perspective, but retain it for a long time, as

well. Pull out a notebook or open up a new Word doc and perform a mini analysis of your position and function. Create a list of what you do best and what value you bring to your organization. Add another column to the analysis and call it developmental investment. **What does the company have to invest in order to improve the effectiveness and delivery of our training program?** For example, improved processes, technology and additional staff are three good ones to start with. Review the assessment. Make sense of it and then cash in on the benefits. Look for opportunities to help other department heads and managers improve their operations. Review your analysis every quarter to update status and changes to your organization.

Stay The Course And Improve The Quality Of Your Training.

It is imperative that as a training administrator we continuously forecast and project future training needs of our company. When we do this, we market the importance of delivering quality **training and how it impacts our business, our employees and our lives.**

Exploring and evaluating flexible systems and resources in place to produce quality training programs on demand is a key responsibility for training administrators. This is the information age and there is an expectation that training can be developed rapidly and delivered effectively. **Trainers have to stay current, not only in the training field, but also in the technology arena to offer meaningful e-options and stay ahead of the curve.**

It is our job to help others understand what must be done to organize and prepare our employees. It is our job to know what tools are available that could have the right type of impact, when it's needed. As trainers, we invest our lives cultivating our people into a responsible, productive workforce. If we believe in the idea that human resources are the foundation of a sound business system, then it is our responsibility to position, promote and fortify our training program every step of the way. Learn your company's business objectives and initiatives; then create a program that aligns itself accordingly, improving the overall effectiveness of your organization and its employees - and they'll never doubt you.

George Ritacco has had an 18 year career that spans training and sales & marketing for the financial, mortgage banking and most recently technology and software industries. Currently, he is the Director of Client Services for Global Vision Technologies, Inc (GVT), a premiere software developer specializing in providing cost-effective, easy-to-use Internet systems for training and development, e-learning, sales and marketing intelligence, pharmaceutical sales ops, client management, and case management. GVT's primary goal is to provide business owners, trainers, sales & marketing executives and child welfare organizations with tools for improving productivity, profitability, employee morale and turnover, by allowing organizations to automate many, "time-intensive" administrative functions of their working lives. To learn more about GVT, please visit us at www.globalvisiontech.com