5 WAYS SUCCESSFUL BUSINESSES TRAIN THEIR EMPLOYEES… AND THEY ONLY HAVE TO TRAIN THEM ONCE

Constantly training your employees is a huge waste of time and money. . If you are frustrated we certainly understand why.

Before you begin planning or reassessing your employee training program, make sure that you identify and assess your training needs to develop the desired skills of your employees. In order to do that, use these 5 employee training tips to ensure you train your employees right the first time and save valuable time and profits by only training them once.

1. **Set your objectives**. Training just for the sake of it costs a lot of money and time. To avoid using your resources on an unplanned program, make sure to set the goals of your program before you commit to it.Think about how this program will help employees perform better and achieve business goals? Will this program improve employee retention rates? How would a well-trained employee help improve the customer experience?

2. **Don't design the program without talking to your employees first** Employee training and development programs work best when employees help design them. Find out from your staff what makes them feel more comfortable at work, how do they learn best and what skills they need to develop. This will help your employees buy in to the training and get you more successful results.

3. **Group your employees based on their personalities and preferences**. Explore options and choose the ones that make most sense for both your

business and your employees. For example, should the training be one-on-one or group training? Should you have everyone in a classroom setting or train them on the job? Each person and type of job require different approaches. One-size-fits-all doesn't usually work well.

4. **Implement your program in smaller, routine chunks instead of a one-time process**.
Dividing your program into pieces will ensure employees get the most out of their training. The human brain's ability to retain every part of a training program is not realistic and usually demands retraining multiple times on the same skill.

   Very effective training programs add task management tools that help employees remember the most important activities and help managers track completion of tasks regularly. The information that these tools provide will help you customize follow-up sessions based on individual employee needs, increase employees' confidence in their abilities, and reduce turnover.

5. **Create a culture of mentorship that eliminates employee mistakes**.
Recognize your best performers in front of their teams and your organization and encourage them to mentor junior employees. Have your best performers track mentees' performance while delivering sessions to help mentees improve on areas where they are struggling

In summary, if your program is not producing your desired results, it is costing you valuable resources to retrain employees that instead should be helping you grow your business, so go back to these basic principles and adjust your program. You and your business will significantly benefit from training each employee only once.

With CIELO you will be able to tailor the activities that employees need to focus on, incorporate those activities into your training programs so employees can develop the habit to follow up on those activities on a regular basis. Managers will be able to track compliance and completion of key activities and provide immediate feedback to employees eliminating the need for re-training.