TRAINING PLAN

NAME OF STUDENT

AFFILIATIONS

**Document Control**

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| Title | Training Plan for new employees |
| Author | Student’s Name |

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| Owner (Responsible for Final Approval) |
| Name | Role | Signature | Date |
|  |  |  | October 3, 2019 |

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**Document Overview**

**Purpose:**

 The purpose of this training plan is to set up in detail the reason, people who will deliver it, Measurements of results, costs, Return on investment. In this training plan we will help to improve the communications skills, end user knowledge, abilities to support new roles.

**Document Audience:**

This document plan is set up to use and analyze by

* Senior Manager
* Training lead
* Management Team

The training plan will be based on training methods based on meetings and discussions held prior to the development of the plan. The plan will also look at new techniques and training methods used in the markets for employee trainings.

**Training Methods**

 We will be using several training methods during our training period mainly consisting of

* Lectures based training
* On-Job training
* Conducting sales conference and seminars
* Arranging for apprenticeship
* Supplying sales manual

**Training Roles and Responsibilities**

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| --- | --- | --- |
| Roles | Profile | Consideration |
| Senior Manager | Responsible for Overviewing all the process and developing training strategies. | It is recommended that senior manager monitor himself the process and development of trainees during this period. |
| Training Lead | Responsible for managing and conducting different lectures. Also providing different seminar material. | Having a Training lead specifically from sales department to carry out all the task will provide a healthy environment even within the class. |
| HR Executive | Responsible for arranging apprenticeship programs. Other outdoor activities | Practical training of employees is necessary in different environments. For that purpose HR executives will manage apprenticeship programs.  |

**Training Facilities and Environment:**

Learning require a specific environment and proper equipment. For class room training following facilities will be required.

* Computer for instructor
* Projector
* A projection screen
* One note pad and pen for each learner to take notes
* Separate computers for each trainee

**Training Roadmap**

A training period accounts for key training program activities and it continues to evolve as the training period progresses. There can always be some minor changes in the schedule and any mishap can happen so that time should be account for before calculating the total time duration. The training will start on 14th of October. It will be a total of 8 weeks training.

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| Activities | Description | Responsibility | Target Date |
| Lecture Based Training | To give initial lectures about sales and customer service | Senior Manager | 25th October |
| On-job Training | Give practical Training regarding situations that can be faced in the field | Training lead | 8th November  |
| Conferences and seminars | Training related to the changing sales dynamics in the world | Training lead | 15th November |
| Arranging for apprenticeship | To familiarize employees with different environments, outside their comfort zones | HR Executives | 6th December |
| Providing Sale Manuals | To further help the employees in their future if they face any problems | Training Lead | 7th & 8th December |

**Training Resources and Budget**

Necessary budget and effort required for every job is accounted for. Since training is an essential component of an employee development and performance in his later career. All budget is accounted for the rent, buying of material and transport etc.

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| Effort Required |
| Role | No. of Persons | Time spent |
| Senior Manager | 1 | 10 days |
| Training lead | 2 | 15 days |
| HR Executive | 1 | 15 days |
|  | 40 days |

To reduce the cost of training as much as possible we tried to use meeting facilities on rent, rather than buying new computers just for the sake of two months training. But it proved that on average a meeting facility cost around $75-$165 an hour which is a huge sum of money (“How Much Does It Cost to Rent a Meeting Room?,” n.d.). So, it is better to buy laptops which can also be used in further trainings. We will also provide transport services to employees on training for their apprenticeship training. Also it will account for printing materials and note pads required for trainees.

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| Financial Resources |
| Description | Budget |
| Cost on buying new computers (HP 14 stream laptops) | $2400 |
| Stationary | $ 100 |
| Transport for apprenticeship training | $2500 |
|  | $5000 |

**Training Evaluation**

Since it is difficult to calculate return on investment for a training program because we don’t have exact values. Since we cannot exactly say something about the future the only common thing is to find the probability about it. In the financial section the maximum budget we placed for this training program is $5000. If through this training we help to improve the structure of customer care we will not only manage the current consumers better but we will also be able to gain more customers through referrals. If we can improve our daily sales requirement even just by 200 dollars, in the next one month we will be able to recover the amount spent on training, but since the training period is of 2 months, we will also calculate for two months. During this calculation we have placed the spent amount at a maximum and the income generated at minimum. The return on investment can be calculated as,

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| --- |
| Benefit |
| Cost |

ROI =

 $ 12,000

 $ 5000

This results in 2.4 or in other words 240% return on investment.

This plan addresses all the needs required for the training of all the employees. This plan comprehensively all in-class and on-field training. Furthermore, this is an actual plan which has to be executed. The scope of this paper covers a detailed plan about training and it is not a mere description. The rate of investment according to our assumptions is 240%, which is definitely worth the cost. By following this plan the company will not only be able to grow its revenue but it will also help to spread this business.

**References**

How Much Does It Cost to Rent a Meeting Room? (n.d.). Retrieved October 3, 2019, from ContactPointe website: https://www.contactpointe.com/company/how-much-does-it-cost-to-rent-meeting-room/