Developing a Training Plan

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[Name of the Institution]

Developing a Training Plan

**Timeline of the Training and Development Program**

Timeline is the most critical part while setting it for a training and development project while it is the most important thing for achieving the desired goal and getting success. Timeline of the training and development program defines that when the objectives are expected to be achieved. Timeline of our Training and Development Program is designed by dividing time on different.

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| --- | --- |
| Phase of Training and Development Program | Timeline |
| Accessing Needs of Training and Development  | 10 Days |
| Defining Training Objectives  | 10-12 Days  |
| Designing the T&D Program  | 30 Days  |
| Implementation of Program  | 40-45 Days (Maximum) |
| Evaluation of the Program  | 12-15 Days  |

After the settlement of the timeline of the training and development program, the maximum (total) time or duration of the program will be around 4 months (112 days). In this deadline or duration, the entire process of the program will be performed and results will be gathered.

**Objectives of the Training and Development Program**

There are several objectives which can be set to be achieved by the implementation of the program but the most crucial and highly important objectives which are needed to be achieved are listed below.

* To enhance the overall performance of employees or all individuals inside the organization
* To improve the overall productivity of the organization and employees
* To enable employees to keep themselves updated with advancement and technology
* To improve the quality of operations of the organization (Pepping, 2018).
* To help management to be more effective and efficient
* To improve communication among employees and empower the entire communication of the organization

**Training Activities**

The main and core activities’ which will be involved in the training and development program are listed below.

1. **Accessing Needs of Training and Development**

The first objective of our training and development program will be identifying the core and potential needs of the program for the organization. In this, we will be ensuring that where and how as well as which kind of training and development program is needed to be implemented that will help the most. By accessing the desired needs of the T&D program, the performance gaps can be found effectively (Brown, 2002). Furthermore, the need can be gaps in the performance or capabilities of employees which need to be addressed by the training and development program or it can be the gap for enhancing employees’ capabilities to understand and adopt their-selves with new production processes which will enhance and increase their efficiency.

1. **Defining Training Objectives**

Defining objectives is the critical and crucial activity that involves and will involve defining the actual objectives of the program. In this, this will be considered that what should be achieved from the implementation of the program and what is needed to be achieved. Defining objectives of P&D Program is the way through which the objectives of productivity can be get known (Brown, 2002).

1. **Designing the T&D Program**

Designing is an important activities of the training and development program because effective designing of the program leads to the perfect and effective implementation which is an indirect connection with the success of the program and designing the program with perfection can help to improve management, because if we can design program well then we can manage well too.

1. **Implementation of Program**

Implementation is process/activity which will be done for each phase accordingly. In the implementation, the thing is deciding the location, place time and other factors which are important. Well, and proper implementation can be a helpful insight for the improvement of quality of operations as well as how the operations should be performed like this implementation.

1. **Evaluation of the Program**

Evaluation is the activity which conveys the actual outcome against the desired that what has been achieved as well as how the activities have been performed and are performing. Evaluation is the activity which can ensure the success of any program if implemented well. In comparison to the objectives, evaluation can be compared with the evaluation of employees in terms of their engagement with technology and advancement (Brown, 2002).

**Methods of Training**

There is a number of methods which can be used for training and development but the following are the methods which have been found perfect and appropriate for us. These methods include;

* On the job training of key employees who are on the directions and decision positions. On the job, training methods have been chosen for overall performance improvement and enhancement productivity as well as empowering organizational management. On job training method is an effective method because it motivates employee(s) towards starting a task or job. In this method of training, the training program directly jumps into the work of an individual and add something new and additional to his or her job and performance. Some reports show that people learn better in on job training than setting for in front of an instructor who takes extra time to train the person (Dolly, 2017). While on the side, this method of training might not be a successful method for every person or individual. So these methods will be used based on the nature of persona as well as on the nature of the job or role.
* Coaching and mentoring is a successful and effective method for fine and efficient training and development of employees or individuals. This allows the person to get trained and developed by meeting one to one and get training from a single experienced professional. Coaching method takes place after the person or individual have already learned the mandatory things and concepts.
* Interactive learning method will also be adopted in which all individuals will be involved all the time. Interactive learning methods are concerned with the objectives of improving the quality of overall operations. In other words, this method can be known as group learning or group discussion. In this way, individuals can discuss things as well as they can share their experiences and expertise with each other (Dolly, 2017). Issue and problems are also discussed in these methods which can be the best way of finding potential problems and issue as well as requirements of some specific training and development. The issue relating to new concepts or programs can also be known in this method of training and development method as well as it helps trainees to show different ideas and concepts on the ground. This method will also help in enhancing employees’ communication and empowering or improving communication of the entire organization.
* Management games imitate real life problem which has been faced at the workplace. This method is a technical method of training and development but it attracts all type of trainees and individual include practical, active and reflective employees. In this method, the impact of a wrong deed, the impact of an irresponsible act, or the impact of weak operations are thought to the trainees or employees (Dolly, 2017).
* Social learning and online training methods are also found useful this particular training and development program, so these methods will also be used to train and develop all the employees and this method has been adapted for engaging employees in new technology and social activities.

**Practice and Feedback and Measurement of Transfer of Learning**

Practices and feedback are incorporated in many ways for the measurement or to measure the transfer of learning to the trainees. The successful assessment of learning strategies and tactics depends on the nature of feedbacks and practices. The content of learning and the way that how the learners or trainees received and learned.

Although feedback and practices help learners to improve the particular activity when the fine feedback provide perfect corrections and improvement in the work (Cohen, 2017). Furthermore, this is valued highly by the learners and acts as the best motivators than any other. The practices and feedback help In measuring learning because they demonstrate that all the learners or trainees have learned things and improved as well as it improves the overall measurements against the past performance and experiences or expertise.

There are some types of feedbacks which separately help to measure the transfer of learning to the learners. Those feedback types are;

**Affirmation Feedback**

Affirmation feedback is a type or kind of feedback which has been provided by the learners as after their performance has been observed as well as after they learn. So in this way feedback can be used for measuring the transfer of learning.

**Effective Feedback and Practice**

Effective feedback and practice are associated directly with the meeting the needs of people through observing evidence. In this, the written or practical work and performance are observed and feedback of the person has been gathered. So by gathering feedback and observing performance, the transfer of learning can be known that how much learning has been transferred and how much it has affected the person and performance (Cohen, 2017). This further focuses on action points of individuals and deal with one point at the time so it can help in knowing the transfer of learning in this way too.

**Progress and Achievement**

Progress and achievements after training and development are s practice which can be incorporated in the lesson plan for knowing and measuring the transfer of learning. Progress and achievements can measure the transfer of learning by showing any change (enhancement) in progress and achievement of the learners.

**Pros and Cons of Training Methods**

**Pros and Cons for Leaners**

**On Job Training**

On the job training is an effective method of training for trainees because this is the simplest and most common methods of training but inversely, it may be like a disturbance for trainees to get trained during their jobs.

**Coaching and Mentoring**

The advantage of coaching and mentoring methods for trainees is they could gain some high-level knowledge and skills from experienced professionals but its disadvantage is they might not meet the level of experience of the trainer(s) nor able to get such knowledge.

**Interactive Learning**

The best advantage of Interactive Learning for learners is it is the easiest and comfortable way of learning but sometimes, learners may not learn what they actually want to learn.

**Management Games**

Management games are the best method because learners or trainees get the idea of results of wrong deeds and keep themselves away from such acts but it has a disadvantage too, which is that this method has not been found applicable all the time (Sara, 2018).

**Social Learning**

Social learning is an effective way to learn new things and adopt changes in an easy way but the disadvantage here is, all the learners are not socially active so they might not be trained as expected.

**Pros and Cons for Trainers**

**On Job Training**

For trainers, the advantage of this method will be the provision of continuous and consistent training while it may be a rushed process for the trainer(s).

**Coaching and Mentoring**

Coaching and mentoring create more consistent productivity level but the disadvantage of this method is, it takes much time to develop high-quality mentor and coaches.

**Interactive Learning**

It provides versatility in teaching and training and it is its huge advantage but it can be overworked on the trainers in some situations (Sara, 2018).

**Social Learning**

For trainers, the pro of this method is it reduces training and development costs and expenses but the con is that there may be very limited information to social learning works.

**Effectiveness of Training Methods**

There are many ways which show the effectiveness of all above-mentioned training methods but the effectiveness of each method is listed below.

1. The effectiveness of job training is it leads to long term success as well as it helps in evaluation management and participants’ interaction.
2. Coaching and mentoring is an effective method because it enhances thinking and expertise level of both trainers and learners as well as it promotes personal and professional growth and enhances job satisfaction (Sara, 2018).
3. The effectiveness of interactive learning is it develop an environment that facilitates and support learning where everyone learns and share experiences with others.
4. Management games is an effective method because it doesn’t charge any costs and help people to be aware of wrong acts and help them to be away from any wrong deed or act (Sara, 2018).
5. Social learning is the easiest way of learning as well as attract learners to get involved highly because social learning continuously add something new and credible to everyone’s knowledge and this is why it is an effective method of training and development.

**Cost and Benefit Analysis**

Cost and benefit analysis is the technique that tells you that whether you go with your decisions and planning. Cost and benefit analysis of any plan is a critical part of overall project analysis. It is a fast and quick as well as simple technique which is used for non-critical planning and decision. It is an important technique which is used to evaluate the benefits of training and will be able to put it in numerical or numbers. In this training and development program, the technique of Return on Investment (ROA) will be used to access and know the benefits of the program because it can be found as a simple, quick and efficient way than all other ways of financial analysis or the ways of accessing the cost and benefit evaluation of the training and development program. In this, we will be able to put our number and get the actual performance in terms our investment the project and how much return we got from our investment. Training comes at the cost, so we will be interested to know the actual ROI.

**Impacts of Distance Learning Module on Trainee's Learning Experience**

There is the number of impacts of a learning module which exits new and different things. These impacts are;

* It provides refresher courses to the learners where they will have new things to learn. Beyond that, it enhances the knowledge level of the learners by providing fresher information to them.
* It creates more opportunities for learners than a similar learning module because different module provides new insights which lead to more potential opportunities.
* Distance and new learning modules encourage the capabilities of learner(s) to perform more efficiently because it provides new strategies and tactics of activities as well as it incorporates new and highly realistic scenarios that put the positive impact of the learning experience.
* Distance learning module brings changes to the course which enhances the learning experience f the learners or trainees by adding new things and changes for the learner(s).

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