

Top 10 for Employers on Development



Learning and Development has a vital part to play in creating a productive, focussed and happy workplace, all of which contribute to your greater business success! Here are some points to consider when devising development plans:

1. Company's long term direction and plans

Developing a longer term strategy for staff development gains buy-in and commitment from staff as they will have feel they can contribute, add value and develop, as well as a greater sense of 'job ownership' and of being valued.

2. Awareness and clarity

Communicate the strategy and ensure development programmes are available and obvious. The programmes should have 'checkpoints' to monitor progress, and also enable staff to see their progression path within the company.

3. Regular Progress Meetings

Whether at 'check-point' or appraisal time, hold regular meetings to ensure any training has been effective, that their individual development needs, and development needs of the company are being met. Progress also helps keep Management buy-in, which is vital to development projects.

4. Hold Sessions in-house

Using your own premises for training and workshops means delegates spend less time away from work, and sessions can be arranged at times convenient for you. Also, as they are in familiar surroundings, delegates will feel more comfortable learning (and demonstrating) new skills.

5. Lead from the front!

Show that development applies to everyone, and support CPD with membership of appropriate professional bodies. Also support CPD with any relevant Qualifications to assess and monitor progress.

6. Allocate specific training days and training budget

Where possible, plan for a certain number of development days for each staff member.

7. Ensure a range of courses

Both for topics and levels (i.e., Introductory, Refresher, Advanced) - never assume! Also offer a range of learning methods (i.e., face-to-face, self teach, on-the-job, e-learning).

8. Effectiveness follow up

Follow up learning sessions with supportive coaching and mentoring, and measure the effectiveness of the sessions.

9. Use in-house knowledge and experience

Where company specific processes and products are needed, use in-house knowledge (as they will know your product best!), Train the Trainer sessions can provide confidence and structure for new Trainers.

10. Support and Knowledge

Where available, use, and partner with Local Support organisations; for example, Chamber of Commerce, FSB, Learning Skills Council and Business, networking and other related professional groups

11. Evaluate business impact

Plan next session!

Contact Buzz Works on 08450 57 98 38

and ask about our **DARE** (Development Analysis Review Experience), Train the Trainer and overall Development assistance.

info@buzz-works.co.uk
www.buzz-works.co.uk

