

## **Roadmap for putting a Systematic Training Process into place at xxx, Cork.**

Following my visit to xxx just before Christmas, 2001, I suggest the following set of steps in order to put a Systematic Training System into place at xxx. The objective of such a system would be to:

- Underpin the existing training with a foundation that will make it easier to maintain training initiatives
- Ensure that xxx training money gets spent in areas that are of priority to the business – in terms of compliance training, technical and developmental training
- Build up xxx's capabilities in addressing recurring training requirements with the appropriate multi-media and/or classroom based system
- Relieve training and HR staff of much of the recurring administration work involved in training and to encourage individuals and their managers to take more responsibility for their training needs
- Make it easier for xxx to apply for, and receive, the "Excellence Through People" award from Fas

### **Steps: (See file called "Systematic Training Process" for more detail)**

1. Carry out a Training Needs Analysis on the major job groupings/departments at xxx. The output of this step would be a training requirements matrix (see file called "Training Requirements Matrix" for details). This should be completed in the January/February timeframe.
2. Capability: Source appropriate classroom-based and multi-media based training solutions as possible solutions to the above requirements (also see file called "Training Requirements Matrix" for details). Set up dedicated training areas (classroom and Multi-media based learning centre) with appropriate equipment to host these training solutions.
3. Build a training calendar for the remains of 2002 (see file called "Master Training Calendar"). Build course descriptions for each of the chosen training solutions. Distribute both to xxx managers and others (either over intranet or on paper) along with guidelines on how to book onto courses. This could also be part of a launch of a Training Plan for 2002.
4. Agree Training Metrics for the above and report on a monthly basis (see file called "2002 Monthly reports and January Report")
5. Administer the above system according to SOPs (see below).

### **Training Standard Operating Procedures (SOPs).**

See file called "Systematic Training" for detail.

There should be 3 overall SOPs for training:

1. Training Needs Analysis SOP
2. Training Development and Delivery SOP
3. Training Evaluation and Records SOP