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Good trainings for employees

Once you understand employee training and have acknowledged its importance to your organization, you'll realize your company needs to get started with an employee training program. Now, let's take a look at the eight most popular types [1]. 1. Orientation training Firstly, orientation training mainly consists of welcoming and introducing your new employees to the company. You can guide them through the basics to prepare them for their first day at work. Guide them through the basics to prepare them for their first day at work This one-day training covers the following topics: Vision and core values of the company Culture and company policies Organizational structure Introductions and office tour Mandatory new hire paperwork Administrative procedures such as creating login credentials and setting up their workspace 2. Onboarding training To get your new hires up and running quickly, you can assign them an onboarding training program. It'll also familiarize them with all the software and hardware that they will use. This program can last as long as it takes to introduce relevant job skills, and address all the topics that employees need to do their job well. Read more about onboarding training. 3. Technical skills training Maybe your employees are already skilled at writing quotations, accounting, writing content, or programming. But there is always room for improvement, especially if their job requires specific technical skills. Therefore, many organizations have a budget to maintain and improve their employees' technical skills. There is always room for improvement As an organization, you can either outsource your training to an external company or organize it internally. A senior employee can then be in charge of training the junior staff. You can also use an LMS as a tool for managing internal technical skill training. 4. Soft skills training Not everything is about technical skills. Soft skills are also essential for job growth. We broadly classify soft skills as a combination of personality traits, behaviors, and social attitudes. These skills allow people to communicate, collaborate, and manage conflict effectively. Soft skill training will help your organization build its ideal corporate culture and improve the relationships at work. Soft skill training can cover topics such as: Listening Communication Teamwork Adaptability Public speaking 5. Product or service training Product training can be part of your onboarding training program or ongoing skills training. You can use it to educate your employees about the products or services they represent to ensure they make a good impression. Educate your employees about the products or services they represent to ensure they make a good impression Also, it keeps your current staff up-to-date on new products, services, or features. You can either train your employees periodically with face-to-face courses or use an LMS to make this happen with far more ease. 6. Compliance training Some industries require employees to fulfill certain legal obligations to perform their jobs. For example, authorities need mortgage advisers to regularly renew their licenses and construction workers to hold specific safety certificates. Governments will often provide compliance training. Sometimes this happens in traditional face-to-face training, and sometimes this happens online. Read more about how an LMS can help with compliance training. 7. Franchise training If you run a franchise, you want to keep your processes and products consistent across all franchised units. Maintaining consistency can be quite hard, especially if the processes and products change frequently. To keep employees updated, a special training team from the headquarters can provide education on-site. Alternatively, headquarters could provide all the information and documentation and then leave it to the branch managers. Then, the managers can decide whether they train their staff offline or online. The headquarters could also organize the online training. Learn about how an LMS can help with franchise training. 8. Managerial and leadership training Employees can grow to new, higher positions. To prepare them for a job with a leadership role, you can offer them leadership training. How do you become a true leader instead of just 'the boss'? How do you get your team on board, even if your decisions and intended plans initially generate resistance? In multi-day training courses, you can help your employees gain deeper insights into leadership. First, the company needs to identify which employees have strong leadership potential. The company can achieve that by evaluating its employee's contributions to the company and seniority. The company can hire external coaches for one-on-one or group sessions with the trainees. How to create employee training programs Online employee training has become quite popular in recent years, and it works well for various employee training programs. Check out our step-by-step guide on how to create training programs for your employees. Documenting your work as you go, and asking your colleagues to do the same, is a great way to get started with employee training. But it'll only cover the basics. A better approach is to organize this documentation in a way that is accessible and understandable to employees. You can create different types of training programs by identifying the most urgent training needs in your organization. Here are some examples: Are you planning on expanding and welcoming new hires to the company? Then orientation and onboarding training should be your priority. Do you have a high-quality product that needs to adhere to specific standards and industry regulations? Then technical and compliance training might be your best bet. Do you feel like your company needs to improve the relationships between people and the overall company culture? Then investing in soft skills training might do the trick. If you have sales reps and customer support agents, it's essential to give them product training. Do you have a lot of franchised units scattered around the country or the globe? Focus on franchise training to standardize your processes, products, and services throughout all divisions. On the other hand, if your company is growing, managerial and leadership training can prepare senior employees for leadership roles. Get started with online employee training A learning management system like Easy LMS is a great way to organize all your content in one place. It also eliminates the excessive complication and costs of setting up an elaborate in-person training program for employees. Any existing documentation you have can be used to create learning content to share with your employees. Also, most LMSs provide a reporting section, where you can have an in-depth view of your employees' activities, completion rates, and overall training performance. How about giving Easy LMS a try? You may be surprised by the results ☺. Useful resources 1. University of Minnesota Whether a company has hired new employees, launched a new product, or simply wants to keep their employees safe, employee training programs are needed all the time. The right training enables employees to perform well on their jobs at all times, and always be safe in doing so.Employee training and development benefit both the employee and the employer, so it should be taken by companies as a business investment because its eventual costs eventually pay off.What the organization gains from employee training:Profit and growthGood reputationDeeper skill succession pipelinesReduced turnover rateSkilled workersWhat an employee gains from employee trainingCareer advancementSelf-developmentBetter financesEnhanced productivity1. First things first: Orientation TrainingOrientation training is the one a new hire gets when they first join the company. It is the most common type of employee training because it's necessary for a smooth transition. It mainly consists of welcoming the new employees and introducing them to the company.The HR department usually handles orientation trainings and the topics they focus on are:Company's values and visionCompany cultureLeadership team introNew-hire paperworkAdministrative procedures (computer logins, email setups, etc.)Key corporate policies2. Compliance Training: Safety over allBeside Orientation training, there's Compliance training – another type of training which may be needed in some departments for more specific training.Compliance training educates employees on the laws and regulations of their job function or industry. These laws aim to maintain the safety of the workplace and to prevent poor conduct from employees. A good compliance training program helps to minimize risk, provide a better environment for employees to work in, and maintain a good reputation.Compliance training examplesAnti-Harassment TrainingWorkplace Safety (OSHA)Workplace ViolenceWorkplace Substance AbuseInformation Security Training (HIPPA)HR LawISO (International Organization for Standardization)Diversity TrainingBenefits of compliance trainingSafer workplacePreservation of business reputationMinimized risk of legal actionReduced absenteeism3. Onboarding Training: No, it's not the same as Orientation trainingOnboarding Training is often thought to be part of Orientation Training (perhaps because they both start with an "O"?). But they're not to be confused with one another since onboarding is a longer, ongoing process (up to one full year), unlike the formerly mentioned.Onboarding is the process by which new employees obtain the skills and behaviors to become effective contributors in their new workplace as fast as possible.Benefits of onboarding trainingEmployees find ways to stay engaged and productive at work.Employees are assimilated into the culture and the team.New employees are brought up to speed much quicker than if they didn't have this training.A lot of leadership time is freed up because most answers to questions were available within the training.4. Managerial Training: When it's time for a promotion, one has to have the right skillsPicture: Icons8When an employee spends a considerable period of time in a position, they will either ask for promotion themselves, or they will be considered for a better managerial position by the leading board. For such cases, organizations have managerial training.An employee might be great at what they do, but there are some specific skills to obtain before becoming a manager that only this training offers. The skills required in terms of business management get enhanced only during managerial training.Benefits of managerial trainingThe employees mainly get an insight into aspects such:Proper and timely delegationWays to maintain motivation in your teamHow to provide proper feedback or coaching5. Leadership Skills Training: Leaders helping others be leadersLeadership skills training gives managers a possibility to improve their ability to inspire and motivate employees and teams to achieve outstanding business results. This program not only inspires the managers to focus on their becoming better, faster and smarter but also to find ways to make everyone on their team better, faster and smarter. This is the mindset that good leadership training provokes.Benefits of Leadership Skills TrainingYou raise future team leaders for the business organization.It increases employee engagement.It improves your leadership styles.You learn better ways of influencing people.You build a strong and united team.You gain more self-confidence in leading a team.You are able to interact with other leaders.You are able to effectively implement leadership strategies.6. Technical TrainingNo matter what technical level your employees are at, there is always room for improvement.Technical Training teaches the skills needed to design, develop, implement, maintain, support or operate a particular technology or related application, product or service.Technical training is the main way your employees will know how to technically do their jobs right, so needless to say, it is quite crucial. With all the technological developments every day, employees need to stay up-to-date with the latest ones, and that is best done by training.Technical skills development programs are usually included in the onboard training program, but they can also be delivered to existing employees who can use a little more development in this field. There is always something new to learn.Technical training benefitsEmployees get to learn about technical skills such as:data analysiscontent writingcodingsocial media managementprogramming, etc.7. Soft skills development trainingSource: YoutubeWe've talked about soft skills in the workplace before, but here we are again because we genuinely believe they are important for career success in today's age. Soft skills are essential for a business, and although they may be called soft, they are actually hard to develop. But since research has found that 75% of long-term job success comes down to people skills and not technical knowledge, you can't afford to lose such productivity out of your employees.Service industries (such as the restaurant industry) are where soft skills are most needed, which means more importance is given to soft skills as opposed to technical jobs. They enable employees to interact effectively and harmoniously with co-workers in the workplace and customers.Soft skills you can pass on to your employees are:OwnershipConflict resolutionEmotional IntelligenceTime managementEthicsAdaptabilityBusiness EtiquetteCommitmentWhether you conduct this training in-house or prepare a course in your restaurant LMS for your employees to finish, soft skill training is not to be neglected.8. Product Specific Training – PSTAs the name suggests, Product Specific Training is a training program about a specific product. PST incorporates information about the products or services the organization offers.Therefore, this training is a must for companies that sell any kind of product/service. For new employees, it is usually conducted in the first week after the orientation session, while existing employees can be trained on every product upon its launch or to provide them a refresher on a service. The training enables employees to fully understand the product or service so that they can be useful to the customers.A lot of content needs to be prepared for this type of training. The type of this content depends a lot on which learning strategy you choose to follow; it can be fully offline, face-to-face learning, online learning, or blended learning. For the latter two you'll need to develop an online course, and learning management systems (LMSs) work well on this front.9. Health, Safety and Security Training – HSSEIt entails such important human life assets, however, Health, Safety and Security Training is not given by many organizations. They take measures to keep their data/information secured, but neglect keeping their employees safe.These training sessions can be held in-house, but organizations usually hire external practitioners with more adequate knowledge to train their employees.Benefits of HSSE trainingHSSE training educates employees on keeping themselves safe from workplace injuries or work-related accidents. It's particularly crucial in more danger-prone industries, such as factories involved in the production of the hazardous substance. However, in low-risk organizations where not much physical work is done, the training may include preparing employees in case of fire or earthquake.Ergonomics – or the study of people's efficiency in their working environment – is also part of this training. This one is crucial because it helps employees in staying healthy and dealing as best as possible with the fact that they have to sit in front of a computer for long hours.10. Mandatory trainingDepending on the industry the company operates in, there are certain regulations the employees need to make sure to follow. As such, there are mandatory trainings they must take. For example, restaurants and bars with liquor licenses need their bartenders to be alcohol-safety certified. Also, a few state laws have made it mandatory for public and private companies to deliver sexual harassment trainings to employees.These trainings are often provided by governments themselves, but it's they usually exist online in the form of slides and videos.10.1. Food safety trainingFood handlers are required by law to make sure that food is safe for human consumption, and as such, food businesses have to ensure any staff who handle food are supervised properly and receive food hygiene training.This can most easily and effectively be done online, particularly by mobile learning. Mobile training increases participation because it enables your employees to learn from anywhere at their convenience, whether they're at work or at home. A restaurant LMS is perfect for this. It allows you to create a course and simply make it available to your employees.Centered: A course on Food Safety in Kiwi LMSTo sum upEmployee training in all its forms is not to be neglected. There is a multitude of training programs, all of them specific to different aspects. Their benefits are far too great to not make the investment of training your employees in being the best they can be, and contribute to the company the most they can.Not only does employee training develop the individuals' skills but it also helps increase the company's growth rate. Therefore, business development starts with employee development.

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