

## **Creating an Effective HR Training Program**

By Sam Miller

Whether it is for new hire orientation, skills enhancement, and/or personal development, there is a need for HR training programs. Whatever the reason may be, it is important to have a quality training program. This will keep your staff motivated in learning necessary skills and concepts, which in turn, would increase your department's and your company's profitability.

The effectiveness of your program relies primarily on its quality and variety. You could make one laden with valuable information. However, you need to make sure that it is structured in such a way that your staff can and will absorb as much of it as is possible. Let us take, for example, the training program that every company has - new hire training. This is the very first training you give to new employees. It is not limited to orienting your new staff about the company and its existing policies and procedures. This is also where your trainees learn and fully understand their job positions, functions, and how they relate to the organization as a whole. It includes expectations of their jobs, the skills they need to do the job well, and how they affect the company.

Unquestionably, this training is crucial to the successful operation of the company. So, how do you make this program effective? It starts with having an updated training manual. Since this would serve as their visual guide, the manual is vital in preparing your new staff for their position. Keep in mind that the manual is not for you or for your boss. It is for your trainees. Therefore, design it for them. Keep it interesting and easy to understand. If you think it would help, you can even use graphics or language that is not necessarily "corporate".

Seating a new hire next to a seasoned associate would also be another effective technique in new hire training. Your new staff would see firsthand the many aspects of the job and how the concepts he learned in the initial training are applied. Often referred to as side-by-side training, this would be a good way of introducing the new hires to existing employees. It creates an opportunity for them to develop a working relationship.

There is definitely a lot to learn in this training. However, it is said that a new associate would only absorb about 40% of the information from it. Thus, there is still a need for further training. These are the equally important continuing education programs. It is only logical to first have a goal in mind before making these programs. What do you hope to achieve with this program? Is it to enhance employees' skills? Is it for their personal development? Or is it a combination of both?

Once you have determined your objectives, you can then design an HR training program that would best meet these objectives. Again, it is important to keep in mind who your participants are for this training. It must be tailored according to their needs. It would also help to keep a diverse group to encourage lively discussions. Always keep your training sessions fun and interesting. After all, technical inputs are important, but they might all just go down the drain if staff members are not excited about learning.

If you are interested in HR training program, check this web-site to learn more about hr balanced scorecard program [http://www.strategy2act.com/life-cycles-in-hr/07\\_what-a-holistic-education-and-training-program-can-do-for-organizational-and-employee-development.htm](http://www.strategy2act.com/life-cycles-in-hr/07_what-a-holistic-education-and-training-program-can-do-for-organizational-and-employee-development.htm).

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