

5 Steps to implement training

- 1** Identify the goals and objectives of the department. Clear on vision and make them feel involved.
- 2** Identify strengths and weaknesses are and how they relate to the overall goals and objectives.
- 3** Meet with each employee to discuss goals and objectives (what do they need to hit it)
- 4** Research, plan and organize the training.
- 5** Follow up with each employee to evaluate progress and make adjustments