

4 STEPS TO GETTING THE BEST TRAINING FOR YOUR BUSINESS

Sourcing the best training for your workforce is vital to the outcomes you can expect. When researching training options, you should adopt an approach similar to how you would make any other investment in your business. To guide you, we have broken it down into four steps.



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1 REVIEW YOUR CURRENT AND FUTURE NEEDS

Identify your business needs by reviewing your current and future situation. Consider your team's skills gaps and training needs and use the information to write a training plan to take to training providers. Ask yourself: Who needs training? What training do they need? When and where is the training best conducted? Do your workers need language or literacy support or do they have special needs?

Things to remember:

- ✓ Before you go to a training provider, take some time to write down what training you need for your business.
- ✓ Review your business plan if you have one or develop one.
- ✓ Review your team's current qualifications and experience and consider their current position descriptions.
- ✓ Write down the skills necessary to deliver your business plan in a workforce development plan.

2 PROCURE AND DON'T FORGET TO SHOP AROUND

Look for options that can deliver what you need, with your budget in mind. Search for Registered Training Organisations (RTOs) in your business area or industry specialty.

Things to remember:

- ✓ Contact the RTO to find out if they deliver the kind of training you want.
- ✓ Request a quote from the RTOs you are interested in on the basis of your training plan.
- ✓ Can they create training tailored to your business needs?
- ✓ Compare quotes and negotiate with the providers.

3 IMPLEMENT THE TRAINING

Once training has commenced, it's important to monitor the training and assess the result – is it achieving your objectives and giving you value for money?

Things to remember:

- ✓ Work with your chosen training provider to confirm the course or the units you will be purchasing.
- ✓ Be clear with your training provider about your expectations of the training.
- ✓ Keep in regular contact with your RTO and monitor the training.

4 EVALUATE YOUR PURCHASE

An overall evaluation of the investment into the training of your workforce will enable you to make an informed decision when it comes time to undertake training again.

Things to remember:

- ✓ Evaluate with employees what worked and what didn't.
- ✓ Check to see if the new skills are being utilised.
- ✓ Ask yourself, 'Has the training helped me to achieve my business objectives?'
- ✓ Revisit your business plan and update it if needed.
- ✓ Use this evaluation next time you consider purchasing training.

