



Oceanic Consultants

Company Training Plan Managers' Overview



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Oceanic Consultants

Purpose of Managers' Overview

To clarify how we can work together to develop and execute the Company Training Plan to improve individual and Company performance in 2009



Desired Outcomes

- Clarity on your roles and responsibilities, and input needed to finalize Company training plans
- Clarity on best practices and guidelines for developing training plans
- Awareness of plans and costs to budget for internal programs
- Awareness of improved processes and forms



Purpose of Company Training Plan

- Defines training plans to ensure employee development and increase individual and organizational effectiveness
- Required for Company's ISO 9001:2000 Certification



Benefits of Effective Training

- Improved Employee, Team and Company Performance (business results)
- Increased Employee Engagement (morale)
- Brand Recognition, Recruitment, Retention – “Oceanic Consultants” companies offer opportunities for development and advancement!” 😊😊😊





Costs/Risks Associated with Training Practices

- Cost to training provider
- Cost in productivity (time away from work)
- Cost of “Not Training”
- Cost of wrong solution (ineffective training)
- Risks: legal risks for inconsistent practices; employee complaints (morale)





Best Practices and Guidelines for Planning Training

- Ensure training programs align with Company objectives and culture.
- Ensure the training budget addresses top priorities.
- Carefully analyze the performance “gap” before “jumping” to training as a solution.
- Look across the company for opportunities to provide and reinforce a consistent message through internal programs. (Build culture and relationships while building skills.)
- Ensure training is relevant to current job and needed to improve job performance and/or intended for specific area of career development.
- Apply practices consistently across the company. (Extend similar opportunities to those in similar jobs.)
- Exhaust local resources before initiating training that requires the additional expense of out of town travel/lodging.

Why Follow Guidelines?

- Ensures best practices are applied consistently across the company to obtain the highest ROI
- Avoids risks of employee complaints that employees in similar roles weren't treated consistently



Company Training Plan Status

- Updated to reflect your comments and status reported
- In-house plans and budget drafted to address trends - results of needs assessment
- Need your input based on your knowledge - your budget, your people, your priorities, known resources
- What's left to determine? What resources do we need to research and identify?
- Update and obtain presidents' approval



Plans for In-house Offerings

Needs Assessment Trends:

- Project Management
- Team Leadership
- Communication/Interpersonal Skills/Time Management (Enhancing Personal Effectiveness)
- Microsoft Office Applications
- Business Writing
- Presentation Skills

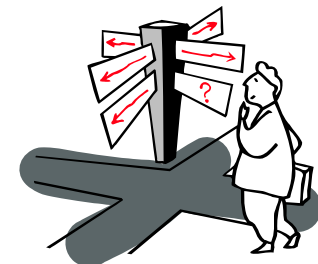


In-house Offerings Practices

- “Open Enrollment” (Enhancing Personal Effectiveness)
- “Limited Enrollment” (customized programs by invitation according to training plan)
- Manager Approval (Training Request Form required to participate in all programs; costs will be charged back)
- Manager’s Commitment to Support Training (Avoid cancellations/interruptions to work instead of building skills that will improve performance.)

Process Improvements

- Training Request Form
 - Clarified instructions on form
 - Requests employee to describe performance objectives
 - No separate check request required
- Software Training Requests/Approvals
 - EZ method for employee to obtain Microsoft Office training
 - IT Manager will approve all software training requests



Guide to Training

- Located under Oceanic Quicklinks/Human Resources
- Condensed resource to guide employees in following processes and procedures related to training and development
- One-stop guide for instructions and forms
- Available Training Resources (spreadsheet)
 - Share the knowledge of resources with each other
 - Empowers employees with needed information to originate the training request



Increasing Training ROI

- ✓ Discuss with the employee in advance how the learning will be applied on the job.
- ✓ Plan with the employee how you will measure performance improvement.
- ✓ Schedule a meeting soon after the training to discuss what the employee learned and the employee's evaluation of the training effectiveness.
- ✓ Document performance improvement and training effectiveness on the employee's performance appraisal form



Record Keeping Responsibilities

Record or Form	Responsibility
Performance Appraisal (Training plan starts here.)	<i>Manager</i>
Company Training Plan (ISO 9001:2000 Audit starts here.)	<i>Human Resources/Managers</i>
Employee Education History and Training Record (audited)	<i>Human Resources</i>
Training Request Form (opens record)	<i>Employee</i>
Certificate of Attendance and Training Evaluation Questionnaire (audited)	<i>Employee</i>
In-house Training Attendance Form	<i>Organizer/Presenter</i>
Performance Appraisal (Training effectiveness is documented here.)	<i>Manager</i>



Next Steps in Training Program

Phase I We are here:	Assess needs; develop/finalize Company Training Plan
Phase II We have begun:	Research providers, obtain proposals, contract with providers, customize and schedule programs
Phase III	Coordinate enrollment; build resources (events calendar, automated enrollment/tracking, recommended course list per position)
Phase IV	Evaluate effectiveness

Questions?

Need Assistance?

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