



Getting started

SUCCESS

Review

Assess

Monitor

Identify training need

Decide on the best training method

Plan training

Deliver training

Planning

Where ?

Time ?

Cost ?

When ?

Who ?



Deliver the training

- Present
- Demonstrate
- Explain
- Point out the benefits
- Practice



Training
?

Learning
?



Assessment

- Opportunity to practice
- Opportunity to demonstrate
- Opportunity to receive feedback
- Opportunity to improve
- Opportunity to review



The training plan

Smart Targets/objectives

- Specific
- Measurable
- Achievable
- Realistic
- Timed

Setting SMART Targets

Making
sense of
target
setting!



Training plan - Assignment

Name	Training needs (Targets)	Training methods	By when
	(Specific & Realistic)		(Timely)