



14 Key Elements of a Successful Training Program

1. The objectives of the training program must reflect the objectives of the organization.
2. Training program objectives should be limited, focused and practical in nature.
3. A training program is not effective unless the skills and/or knowledge level of each individual trainee is assessed prior to the trainee's participation in the training program.
4. A training program is not effective unless it is tailored to the unique culture of the organization.
5. The training program goals and objectives must be communicated to the trainee to create a clear understanding as to why the trainee is participating in the class.
6. The training must have real life application to the trainee's job and the utilization of such real life applications should be visible to the trainee.
7. The training program must be related to real life job specific functions.
8. The training program must be taught in a way to address all different learning styles.
9. A training program should be instructor facilitated, but trainee led.
10. The training program is geared towards individual departments/positions and not a general audience.
11. The training program must apply a varied approach to address the varied requirements of the organization's culture and trainee population.
12. Training programs must be taught by instructors that are not only knowledgeable in the subject matter, but certified and experienced in adult learning principles.
13. All training programs must be interactive.
14. A training program must have a transfer of learning component to evaluate the knowledge transfer to the job.