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Article

Training – Top 12 Tips

A number of people have requested some ideas on setting up in-house training. Here are 12 tips to help you along;

1. Don't call it training – call it a Facilitated Workshop or something that sounds like it's going to be really useful
2. Give at least six weeks for people to put it into their diaries
3. Get the lead officer for Risk Management to send the email (that you write)
4. Tell the participants that refreshments (or even better, lunch) will be provided
5. Don't tell them there will be preparation or homework until they have committed to attending
6. Make sure that there is some preparation required so that they hit the ground running – like bringing their service risk register with them
7. Make the sessions interactive, specific, tailored and with good take-away value for each participant
8. Think carefully about the length of the training – people are loath to commit their time, it's a huge barrier. You can always start with a taster – say an hour - and then offer longer sessions for those that really get into it
9. Set up several sessions spaced weeks apart – then people can choose the dates that suit them
10. Commit that there will be follow up feedback to all participants– we send you reports with all material produced in the training as well as an analysis of the feedback from delegates
11. Use LTRC – we make it fun, and we stick to best practice. You get our intellectual property included – effectively free consultancy. We can provide any element of strategic risk or business continuity management training and have a reputation for excellent delivery with many repeat clients.
12. Consider E-learning as an option. We build fully delivered E-learning packages that are auditable, fun and very cost effective