



Organizing an ongoing skills training program is a smart decision for any company looking to help their employees meet business goals. However, how will you know that training your workforce has been, or will be effective? The following 5 tips are designed to help facilities begin preparing, implementing and measuring the performance of a goals-oriented training program.

---

## 1. What are your goals for implementing an industrial skills training program?

- Understanding what your goals are before training will help you set-up specific benchmarks for your facility's improvement. Is training needed for:
  - i. Increased production/ quality?
  - ii. Reduction in equipment downtime?
  - iii. Meeting safety standards/ requirements?
  - iv. Establishing a workforce cross training or apprenticeship program?
  - v. Boosting employee empowerment and morale?

## 2. How is your workforce currently performing?

- Recording and measuring current workforce performance levels will be important in determining if you have met your goals of the training program by measuring increases in your planned objectives.

## 3. Implement a success-measurement process.

- Issue pre- and post-tests to score knowledge gained through training.
- Apply on-the-job assessments to measure job applications of learned concepts after training is completed.
- Use supervisor observations to measure intangible goals like employee empowerment and morale.

## 4. Measure ROI to validate training as a business tool.

- Calculate the worth of the training program in terms of costs and increased revenues.
- Make sure to include the total training cost in your calculations:
  - i. Price of training materials.
  - ii. Employee and trainer time investment.
  - iii. Development of the training infrastructure.

## 5. Assess the program for future improvement.

- Was/ were the chosen training medium(s) successfully delivered?
- Which methods were received well? Which ones lacked effectiveness?
- Were there any positive or negative unplanned outcomes?
- What are the business's next steps?

[Request a Free Training Needs Analysis from TPC](#)