

A silhouette of a hiker standing on a rocky mountain peak, looking out over a vast, hazy mountain range. The entire image is overlaid with a semi-transparent green filter.

# MICRO LEARNING GUIDE

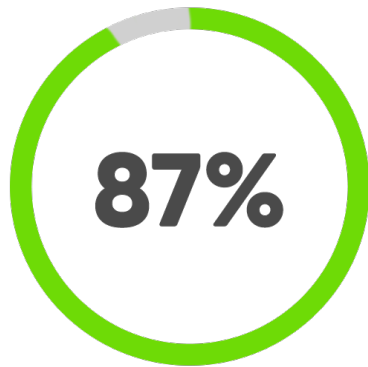
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HOW TO CREATE AN EFFECTIVE TRAINING  
STRATEGY TO IMPROVE TEAM ENGAGEMENT AND

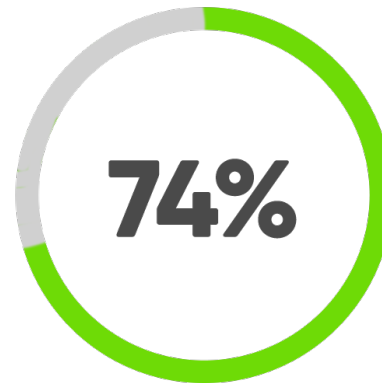
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## STATISTICS

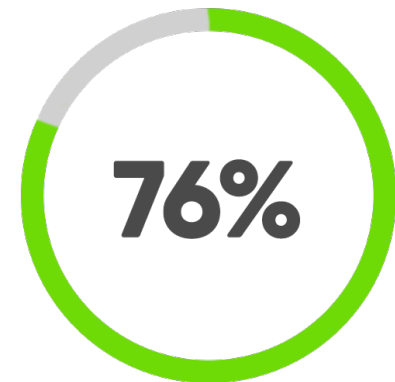
# CORPORATE TRAINING IN NUMBERS.



87% of millennials stated that professional development and career growth are very important.



74% of a study participants assert that lack of training is the biggest urdle in achieving their full potential at work.



76% of employees are looking for career growth oportunnities.

## MICRO LEARNING

Business is rapidly evolving, and in this competitive environment you will need employees able to adapt to sudden changes and new ways of working. Having a proper training environment is absolutely essential to achieve this level of adaptability. A strategical training program will also affect your team's:

### PERFORMANCE

- The training will give the employee a greater understanding of the responsibility within their role.
- The employee will be more confident enhancing its overall performance.
- Employees who are competent and on top of changing industry standards help your company hold a position as a leader and strong competitor within the industry.

### SATISFACTION

- By investing in its training the employee is showned that he is valued.
- The training creates a supportive workplace
- Employees who feel appreciated and challenged through training opportunities may feel more satisfaction towards their jobs

### CONSISTENCY

- A training program grants consistent experience and background knowledge to the employee.
- This consistency is particularly relevant for the company's basic policies and procedures.
- Increased efficiencies in processes results in financial gain for the company.

## MICRO LEARNING

# UNTRAINED EMPLOYEES HAVE CONSEQUENCES

If it is true that an effective training program has a lot of benefits not training your employees may have an ever bigger cost!



Employees who feel inadequate, underachieving, or unsupported are unhappy. Unhappy employees will cause them to under perform make mistakes and not care about their work.



Untrained workers have a low production value. The quality of their work is lower and of less value.



Untrained workers are inefficient. It takes them longer to do the work.



When an untrained worker makes a mistake, the time and materials used are lost. The work has to be done again.



Insufficient staff training means lost customers.



# MICRO LEARNING



**INCREASED JOB SATISFACTION AND MORALE AMONG EMPLOYEES.**



**INCREASED EFFICIENCIES IN PROCESSES, RESULTING IN FINANCIAL GAIN.**



**INCREASED CAPACITY TO ADOPT NEW TECHNOLOGIES AND METHODS.**




**INCREASED EMPLOYEE MOTIVATION.**





**INCREASED INNOVATION IN STRATEGIES AND PRODUCTS**


## MICRO LEARNING


# 10 TIPS FOR DEVELOPING YOUR TRAINING PROGRAM

 Identify clearly what is the objective of your training. Understanding what is your main objective will shape the training and determine the several steps of the process.

 Determine who is participating in the training. Is it front-line employees? Managers? Senior managers? Every audience has different needs.

 Brainstorm and identify which topics are best suited for your organization and team's needs.

 Investigate through assessments or surveys the feedback participants need to make the most of their learning sessions.

 Identify the time available of participants to spend on each level of training



Define how many learning sessions, or modules are needed to achieve the desired goals.



Determine the best approach for the training ( how many modules, divided by how many sessions, etc.)



Identify real-world opportunities within your organization that could be used to provide practical application within the learning session.



Determine the best plan of action to use within the training to support immediate transfer and application of new skills and knowledge.



Identify plans and processes to sustain, strengthen, and extend the learning process beyond the walls of the training sessions.

An effective training program must be engaging and built with the correct approach so that it is a success. Keeping employees trained is keeping them updated which in the market that we are is absolutely key.

BRAVON

# YOUR GAMIFICATION PLATFORM

UNLEASH YOUR TEAM PERFORMANCE.



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