LIGHTWAY
Excellence in training and consulting

Course Name

Assessing Staff in the Field

Course Overview

The Assessing Staff in the Field training course is a practical, field based train the trainer course designed to give team leaders and managers the tools needed to effectively evaluate staff. At the end of this course participants should be able to assess staff and evaluate their abilities in line with the projects goals and requirements. Along with practical training, coaching, assessing and mentoring skills, the assessing staff in the field course gives participants a structured format for developing and delivering training and assessments.

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Course Objectives

Training Programs involve significant investment in terms of time and money. Therefore, measuring the 'Return on Investment' of training becomes critical. Evaluating the effectiveness of your corporate training programs through scientifically validated techniques is called **Training Effectiveness** measurement. To evaluate the **Training Effectiveness**, start by identifying Why, Who and What to train, followed by the respective training.

The goal of these training courses—and most of such programs, for that matter—is to enhance execution and results. However, the way training is provided varies among organizations with difference in targets, products, and employees. 68% of workers claim that training and development are most important company policies.

The very first step in training employees is to identify the audience and the specific nature of training needed by them. Most of the companies take into account only the job role and create a one-for-all assessment based on the job role.

Once the identification part is done, the training is imparted ,accompanied by certain methods ,such as lectures (online and offline), group activities like role plays and group discussions or by films and videos.

The last but the most crucial step is to measure the effectiveness of the training programs executed - which most of the companies either refrain to or follow some ineffective ways that include just recording the reaction of trainees or something on similar lines which has little effectiveness.

Who Should Attend

Course Duration

2 days

Course Outline

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The assessing staff in the field course is an intensive training programme delivered over 2 days in-house. Participants will be required to work during the evenings on individual assignments or with partners or groups to complete several projects before the end of the course. This intensive training format is designed to simulate the work required during active projects where time management is key. The participants will be assessed on written and practical assignments including delivery of training to the class and assessment of individuals.