

COMPLIANCE TRAINING

Avoid 5 Common Mistakes



LinkDesign
Learning



Mistake # 1:

Training to the whole policy

Select a few **key requirements** and train to the most complex information. In addition to the training, provide access to the entire policy/procedure for employees to review and acknowledge.



Mistake # 2:

Starting off with the policy

Draw the learners in with **storytelling** by including the policy context, a scenario, or a historic event that is relevant to the regulation requirement.



Mistake # 3:

Not including any engagement

Incorporate **hands-on activities** to facilitate analysis and application of the required standards. Include practical use cases that touch on how the policy should be implemented.



Mistake # 4:

Crafting poorly designed quizzes

Test understanding with **creative quizzing options** that incorporate case studies, interactive knowledge checks, and simulations.



Mistake # 5:

Retraining to the same version

Create a condensed version for retraining by providing a brief **policy refresher** along with the procedure document for review and acknowledgement.

