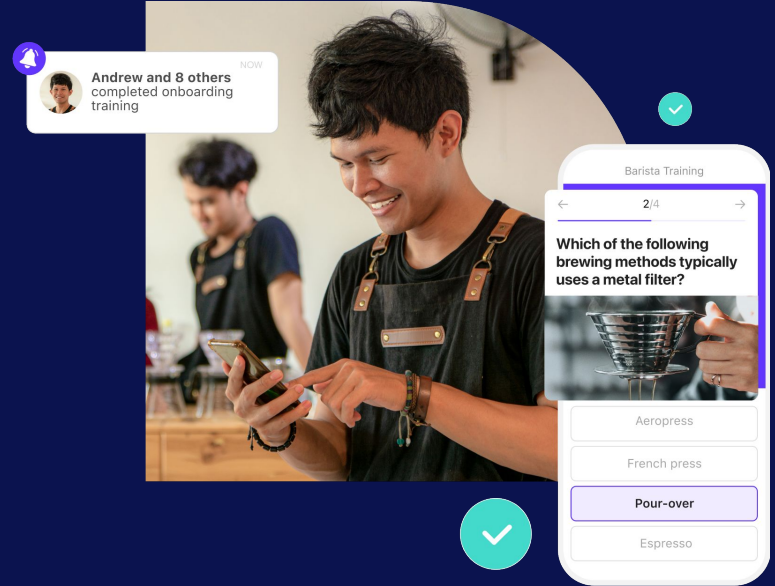# connecteam

The Importance of Training Today's Mobile Workforce

5 Crucial Types of Training and Tips for Your Team's Success

Why Do Employees Need Training?

There's a reason companies spend an average of **$1,252** on employee training; it's because employees are a business' greatest asset.

Key benefits of employee training include:

- Employee skill development and better performance
- Increased bottom line
- Helps companies remain compliant and protected from legal violations
- Improved employee motivation and satisfaction at work
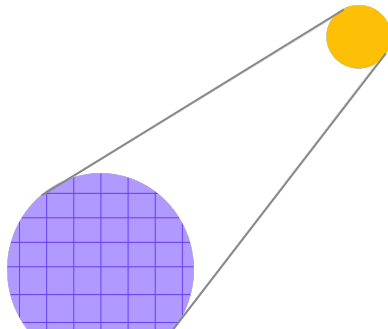
5 Essential Types of Training for Workforce Excellence

Onboarding (Orientation)
The first steps: company onboarding alongside professional skills

Regulatory
Educate employees about laws, regulations & guidelines to ensure compliance and prevent legal issues

Ad-hoc Updates
Adapt the workforce to the dynamic work environment with specific updates and new guidelines

Ongoing Training & Development
Enhance employees' skills & knowledge keeping your team up to date with industry trends and changes
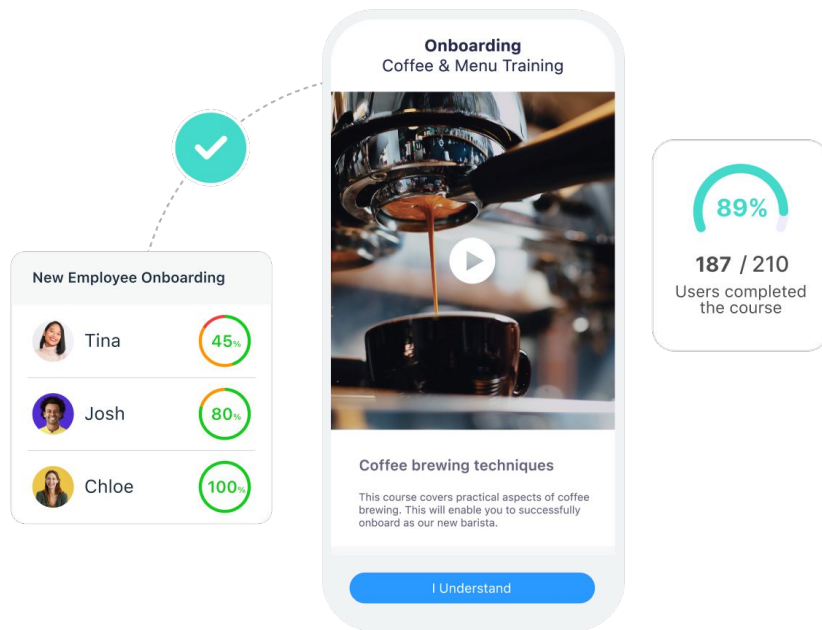
Soft Skills
Skills that turn employees into experts in their field, directly affecting and improving the bottom line

Navigating the Onboarding Process: Two Key Phases

Onboarding can be split into two phases:

1 **Company onboarding -** Employees learn the company basics, like dress code, health and wellness benefits and, and the company vision.

2 **Professional onboarding -** Focuses on equipping new hires with the specific skills and tools for their roles.

New Employee Onboarding

	Tina	45%
	Josh	80%
	Chloe	100%

Onboarding
Coffee & Menu Training

Coffee brewing techniques

This course covers practical aspects of coffee brewing. This will enable you to successfully onboard as our new barista.

I Understand

89%
187 / 210
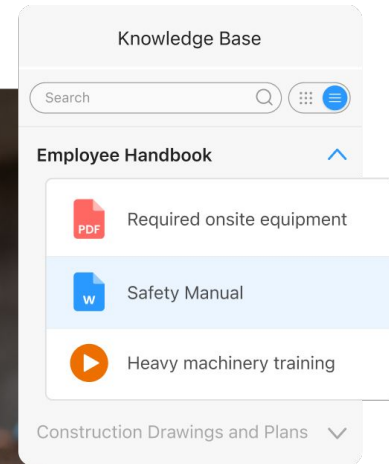Users completed the course

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Ensure Compliance through Regulatory Training

Regulatory training involves educating employees about laws, regulations, and guidelines relevant to their job functions to ensure compliance and prevent legal issues.
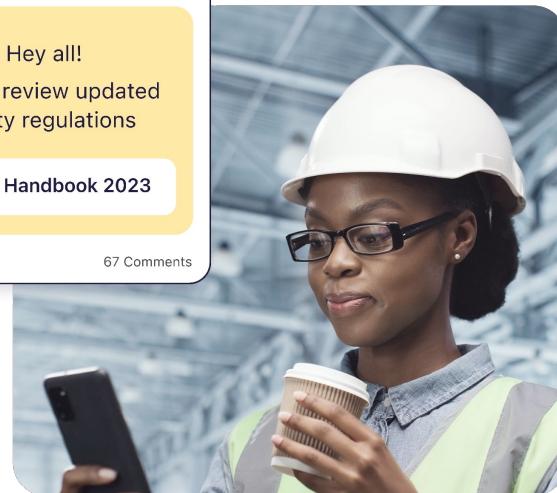
Examples include:

- Sexual harassment prevention training
- Personal safety equipment
- Information security and safety standards
- Food safety for food handlers

Knowledge Base

Search

Employee Handbook ⌄

PDF Required onsite equipment

W Safety Manual

▶ Heavy machinery training

Construction Drawings and Plans ⌄

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Ad-hoc Updates and Training for Dynamic Work Environments

Ad-hoc updates refer to updates or changes that are made as needed, rather than according to a regular or planned schedule. When these updates occur, additional training is usually necessary.

Examples include new construction site guidelines, retail sales tactics, and manufacturing process changes.
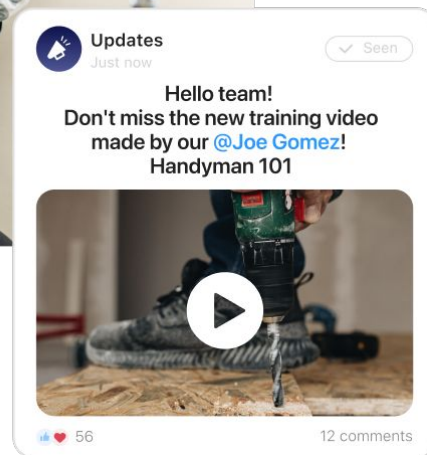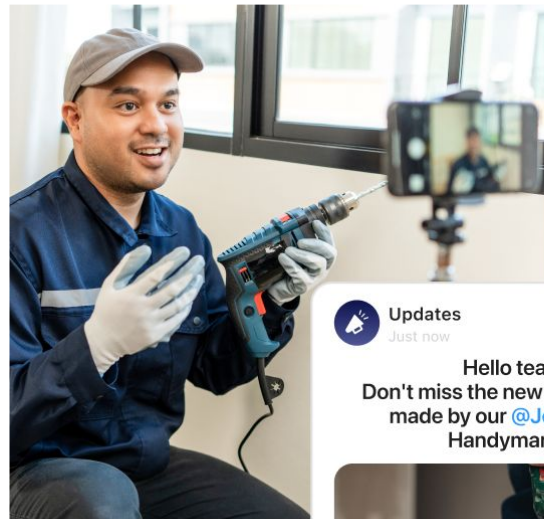

James Carson
Just now

Hey all!
Please review updated safety regulations

Safety Handbook 2023

42   67 Comments

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Continuous Growth through Ongoing Training + Development

Ongoing training and development is aimed at enhancing current employees' skills and knowledge.

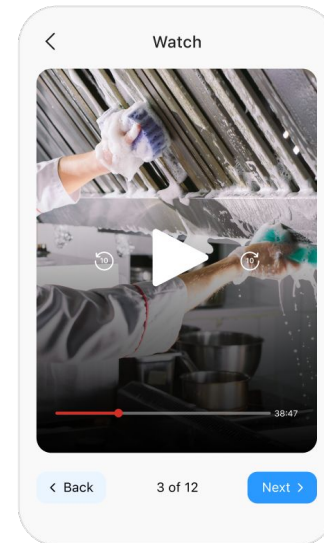This fosters professional growth and keeps your team updated with industry trends and changes.

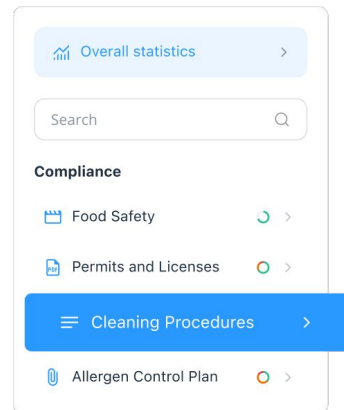This also prepares the employee for personal development in the workplace (moving up the rank ladder)

Updates
Just now
✓ Seen

Hello team!
Don't miss the new training video made by our @Joe Gomez!
Handyman 101

👍 ❤️ 56   12 comments

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Enhance Performance with Soft Skills Training

Soft skills, such as sales expertise, customer service, and effective communication, are crucial for team collaboration, problem-solving, and interpersonal relationship-building.

These skills turn the employee into an expert in their field, directly affecting and improving the bottom line.

Overall statistics >

Search 🔍

Compliance

📅 Food Safety ↻ >

📄 Permits and Licenses ○ >

☰ Cleaning Procedures >

📎 Allergen Control Plan ○ >

< Watch

38:47

< Back   3 of 12   Next >

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The Training Cycle : A Three-Phase Approach

The Training Cycle

01

02

03

Pre Training

- Open a **group chat**
- Send **teasers** & thought provoking questions
- Create an **event** (for the physical or online event)
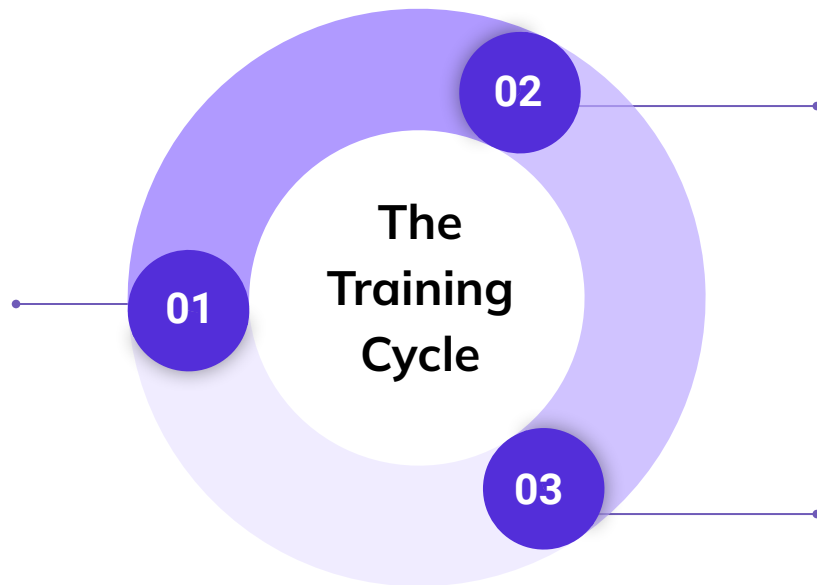
End of Training (immediate)

- **Quiz** employees' knowledge
- **Recognize & reward** the attendees
- **Create official certificates**

Post Training Period

- Send out **surveys** for training improvement
- **Quiz** long-term knowledge understanding
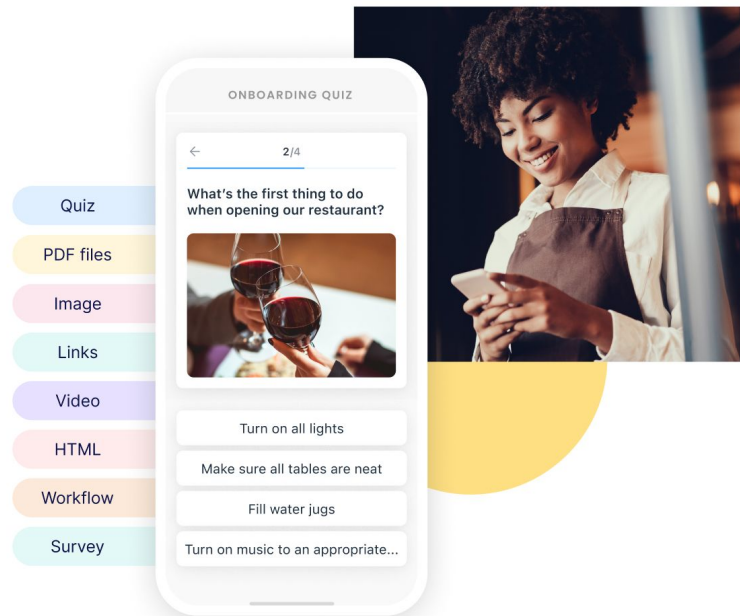- Integrate the materials in the company's **knowledge base**

SEE OUR PRODUCT IN ACTION ▶

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The Training Cycle

A Three-Phase Approach

1. Pre-Training

2. End of Training

3. Post-Training

SEE OUR PRODUCT IN ACTION ▶

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Preparing for Success: Pre-Training Strategies

- **Open a group chat:** This serves as a dedicated space for new employees to discuss, ask questions, and engage before the training begins.

- **Teasers:** Interactive content and thought-provoking questions to build anticipation and engagement.

- **Event creation for physical training:** Organize and manage attendance, location, and time updates through an in-app event.

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Cementing Knowledge:
End of Training Actions

- **Quizzes:** Utilize quizzes to assess understanding and readiness for implementation.

- **Rewards for trainees:** Acknowledge training attendance and participation with rewards.

- **Recognition and certification:** Offer recognition for training achievements and store all training certificates in personal files.

- **Training summary:** Recap training sessions with a summary update for all participants.

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Ensuring Long-Term Retention: Post-Training Engagement

- **Surveys for improvement:** Send out surveys to gather employee feedback for future training.

- **Quizzes and surveys:** Conduct short quizzes or or surveys to assess retention of material.
  - **Day after:** Evaluates immediate understanding.
  - **One month post training:** Assesses long-term retention.

- **Knowledge base integration:** Add materials to an accessible, online knowledge base for employee reference.

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Achieving Business Excellence
Our Customers Share Their Journeys With Us

Watch success stories ▶

BIGGBY COFFEE

" Being confident and knowing more about the job... reduces turnover!

Mandy Mann
Director of Operations, Biggby coffee

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Ready to take employee training to the next level with Connecteam?

Book a Demo

Visit Website