

HR Toolkit

Training & Development



01.

A Guide to Developing and Training Your Staff

Developing and training your staff is essential for fostering a skilled and motivated workforce. This document provides valuable insights and strategies on the benefits of training, determining training needs, training records and evaluation, and some training supports available in Alberta.



Improved Performance

Well-trained employees demonstrate improved job performance, leading to increased productivity and efficiency.



Enhanced Skills and Knowledge

Training helps employees acquire new skills and knowledge, enabling them to take on new responsibilities and challenges.



Employee Engagement

Offering training opportunities shows that the organization cares about employee growth and development, leading to increased engagement and job satisfaction.



Reduced Turnover

Training can improve employee retention rates as staff members feel valued and invested in by the organization.



Adaptability and Innovation

Well-trained employees are more adaptable and open to change, fostering a culture of innovation within the organization.



Compliance and Safety

Training ensures employees are aware of safety protocols and regulatory requirements, reducing the risk of accidents and compliance violations.

This employee investment also holds a great deal of benefit for empowering employee growth.

Ways the employees also benefit from training and development, include:



Enhanced Skill Sets

Training and development plans provide employees with opportunities to acquire new skills and knowledge that align with their roles and career aspirations. This empowers them to contribute more effectively to their teams, boosting overall productivity and the quality of work.



Career Advancement

When employees perceive that their organization values their growth and is invested in their career advancement, they are more likely to stay committed to their jobs. A clear development path encourages employees to set goals, work towards them, and envision a future within the company.



Adapting to Changes

As industries evolve, so do the skills required to remain competitive. Regular training ensures that employees stay up-to-date with the latest trends and technologies, making them more adaptable to changes and better equipped to handle new challenges.



02.

Determining Training Needs

To identify training needs within your organization, consider the following steps:

Performance Gaps

Conduct performance assessments to identify areas where employees require improvement.

Skills Assessment

Assess the skills and competencies of your workforce to determine skill gaps and areas for development.

Employee Feedback

Seek feedback from employees about the training they believe would be beneficial for their roles.

Organizational Goals

Align training initiatives with the organization's strategic objectives to enhance overall performance.

Industry Trends

Stay updated on industry trends and advancements to ensure your employees are equipped with the latest knowledge and skills.



03.

Training Records and Evaluation

Keeping track of training records and evaluating the effectiveness of training programs is essential.

Consider the following practices:

Maintaining Records

Keep detailed records of all training activities, including the type of training, dates, attendees, and outcomes.

Feedback and Surveys

Gather feedback from employees about the training programs they attended to gauge their effectiveness.

Assessing Learning Outcomes

Measure the impact of training by assessing how well employees apply newly acquired skills and knowledge in their roles.

Monitoring Performance Improvements

Monitor performance improvements resulting from training initiatives to quantify their impact on the organization.




04.

Training Supports



Government Grants and Funding

The Alberta government offers various grants and funding programs to help businesses cover the costs of employee training and development. Please refer to the [Resources Document](#)  for more information on specific programs.



Industry Associations and Networks

Industry-specific associations often offer training programs and resources tailored to the needs of businesses in the sector. For example, [APEX Alberta](#)  offers various opportunities for technology and innovation entrepreneurs.



Alberta Labour and Immigration

Alberta's Ministry of Labour and Immigration provides resources and information on workplace training and safety.



Post-Secondary Institutions

Partner with local colleges and universities to access specialized training programs and resources for your workforce. For example, your local institutions may offer a variety of continuing studies programs or may be able to cater specific corporate training opportunities to your business needs.