

# Maximising Your Training Dollar

If you are a food business owner or a manager and want to retain your best people you need to ensure your staff have up-to-date skills to perform their roles.

Your role as a business owner or manager is crucial in staff training and development; sometimes formal training or undertaking courses is not required. Your role should start with the accurate identification of training needs. If a staff member is not able to perform a task to the required standard it doesn't always mean there is training need. If training is required there are some simple and effective strategies you can use to ensure the training is successful.

- Discuss and explain to staff prior to the training session the purpose of the training and how it will benefit them in their current and future job roles.
- Have a process in place where staff can practice their new skills or knowledge to be transferred to the workplace. They may need further coaching and/or support from you.
- Persuade your staff to take responsibility for their learning.

## So what's in it for you?

Training is not simply about the acquisition of skills and their application. It:

- Assists in improving job performance
- Offers employees opportunities to further develop their skills
- Aims to achieve increases in productivity
- Increases workplace moral and job satisfaction
- Ensures compliance and reduces business risk

## So what do you need to do?

You need to be committed and this starts with a training and development policy.

Ensure your staff are also committed to the process.

You need to ensure accountability.

## What else can I do?

To maximise your training budget it is important you measure the effect on your investment. Consider these questions in your evaluation:

How did your employees react to the program?

To what extent did your employees improve their knowledge and skills and changed their attitudes as a result of the training?

To what extent did your employees change their behaviour back in the workplace as a result of the training?

What organisational benefits resulted from the training?

