BITE-SIZE TRAINING AND DEVELOPMENT

Guidelines to Develop Consistent and Ongoing Employee Training Programs
INTRODUCTION

Employers need to develop employee training within the framework of a comprehensive, ongoing, and consistent program. A well-organized training and development program helps employees gain similar skills and knowledge, thus bringing them all to a higher uniform level. This simply means that the entire workforce will more reliably make positive contributions.

A continuing education program ensures the ongoing success of employees. While most organizations focus heavily on new hire training, it’s just as important to promote the continuing development of current employees. This continuing education can be formal or informal, as long as employees are always learning and developing their skills.

Traditional training sessions take place over large chunks of a day or even multiple days, sometimes in an off-site location. But continuing education programs need to fit within limited time in order to not interrupt daily activities. This is actually an advantage, because quick, bite-size training exercises can increase retention and make your training program more effective.

This guide will cover three important advantages of using bite-size training to deliver results:

• Retention

• Reinforcement

• Cost & Tracking
To maintain a healthy lifestyle year round, you don't just attend a week-long fitness camp once a year. No, a health-conscious person constantly works to better themselves and maintain a fit physique by attending the gym in shorter sequences on a regular basis.

The same idea can be applied to employee training and development.
The human mind retains information when the material is concise and compressed into shorter spans of time. Many training methods try to take a long period of time and cover every possible solution to every outcome. But this exhausts the mind, limiting the amount of information that your employees retain. An overly thorough, one-size-fits-all training session dilutes the important material and overwhelms your team members.

Instead, if the mind is able to focus on a few key takeaways in smaller amounts of time, it can successfully retain and store the important information. If this is done regularly throughout the year, your team will be more likely to remember their training at the end of the year than they would if everything was crammed into a week-long training event.

Before you start any sort of training, be crystal clear about what you want to accomplish. This will focus your training session and make sure that your team understands the key information that they need to apply on a daily basis.

In order for bite-size training to be truly effective, your team needs to understand exactly what the session intends to accomplish and how that goal will be met. Your team will focus more with an achievable goal in sight from the beginning.
REINFORCEMENT

Investigate what motivates and excites leaders at your organization. Is it competition, exposure to senior executives, connecting with peers around the globe, or working on challenges that will really impact the business? Make sure the right elements exist in your company programs to reinforce important traits and skills.

A portion of this is achieved through coaching activities, which reinforce learning on a day-to-day basis and support the company culture. This helps drive organizational developments which lead to improved performance.

Organizations that continuously learn and innovate will be able to maintain their competitive advantage.

Since bite-size training takes up less time, you can institute a regular program that reinforces valuable information. For example, a sales team could complete one short exercise each week to focus on a particular sales skill such as product differentiation or handling objections. Your team will practice the skills they need and receive necessary coaching with limited disruption to their typical workday. This also creates a natural opportunity to receive consistent coaching that keeps training ideas fresh rather than old.

In the past, learning was perhaps seen as a singular event: an employee goes on a course and learns something then returns to their normal place of work where the learning activity ceases. Continuous learning challenges this established view. The concept requires both workers and managers to see learning as an ongoing activity, which is carried out daily rather confined to a set time frame.

Instead, reinforce the core values and competencies which define success for your team on a consistent, easily-digestible basis.
COST AND TRACKING

There are major cost benefits to training in shorter, bite-size sessions.

Off-site training events or seminars can cost a company a great deal. Not only must the cost of the actual event be taken into consideration, but then you must factor in all of the costs associated with sending employees away for a week. Your employees will not be productive during the time they are away, and then when they do return, they have to catch up with everything that they've missed.

According to studies, companies typically spend 85% of their budget for training events on the actual event, even though only 24% of training results occur during that stage. Without proper emphasis on retention and preparation (where the other 76% of training results occur), the training event will not have enough positive effect to justify its cost.

In addition to saving money up front, bite-size training also allows for easier tracking of key metrics with more depth than post-event surveys or testing. Your training team will be able to make more strategic decisions with the extra data.

Because you're coaching over a longer period of time, you can see how employees are using their training on a daily basis and measure those results over time.
VIDEO

Naturally, as a video technology provider, we think that video can assist in implementing a regular bite-size training program within your organization.

Our training tool, RolePlayPRO, allows your team to complete recorded video role-play scenarios. Managers and training leaders can review completed role-plays to determine appropriate coaching strategies. Then, managers can easily distribute the videos of top performers in order to share best practices in an easily-digestible format.

RolePlayPRO can scale to any size organization and even work with distributed training environments. It’s not meant to replace your existing Learning Management System; instead, it will enrich your current training materials with convenient video content.

You can use video role-plays as part of a regular training regimen in order to develop skills quickly and consistently.
ABOUT RolePlayPRO

RolePlayPRO, powered by InterviewStream, is a transformative and unique environment to scale a proven employee training method – role-playing – using web-based video. Our employee training software enables participants to demonstrate skills as they develop them and provides a breakthrough method of building the skills employees need most to achieve their goals and meet organizational objectives.

RolePlayPRO is part of the InterviewStream family of video apps for hiring, training, and one-way messaging. Millions of users have access to InterviewStream products and rely on InterviewStream for the perfect combination of proven value and endless possibilities.

ABOUT INTERVIEWSTREAM

InterviewStream helps companies generate great candidate experiences and remarkable returns through Web-based video screening, interviewing and preparation. InterviewStream pioneered the category in 2003, and today more than five million users have access to products to transform the most-demanding hiring environments and perfect the practice of video interviewing.

InterviewStream provides a best-practice-based approach and a flexible adoption model that works with customers’ unique needs and business goals to achieve breakthrough results. Clients rely on InterviewStream for the perfect combination of proven value and endless possibility.