



Ten Top Training Tips

Don't make assumptions when training new employees! Considering these **Ten Basic Tips** have helped many employers to improve their 'bottom line' by increasing productivity, raising employee morale and self-esteem; while decreasing overhead costs caused by mistakes and interruptions.

1. Explain task(s) to be done and **why**.
2. Point out how the employee/trainee will benefit. You must answer question, "What's in it for me?"
3. Explain the major points of the job/task and how you expect it to be done, then demonstrate while the employee/trainee observes.
4. Let employee/trainee try the task while you observe.
5. Praise what employee/trainee is doing correctly, and point out any mistakes.
6. Demonstrate again while employee/trainee observes, and allow employee/trainee try again while you observe.
7. Let employee/trainee continue to work on his/her own.
8. Follow up for encouragement and correction.
9. Ensure that the employee/trainee understands **when** you expect task(s) to be completed.
10. If the task isn't done on time, or isn't done correctly, avoid the temptation to step in the do it yourself.

Remember: Always inspect what you expect!