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## Developing Employee Training

Acquire the skills required to assess the need for training for your employees in order to implement a quality management system (QMS). Then learn how to develop, deliver and evaluate the training that is needed. Create a training action plan and gain training experience with practice training sessions.

Length: 1 days CEUs: .7 Prerequisites: *Attendance at an "Understanding" course is recommended*

### WHAT YOU WILL LEARN

- Train internal trainers to successfully plan and deliver training
- How to develop an Employee Handbook
- Effective training skills
- Plan for training based on the purpose, audience and length of course
- Prepare for training: participant materials, visual aids, location
- Practice training

### PLEXUS LEARNING MODEL

Learning is maximized through participation. That is why Plexus training avoids lecture-based teaching and focuses on group activities, case studies and hands-on applications. *Learn by doing.*

### WHO SHOULD ATTEND

- Representatives from implementation teams
- Internal trainers or those interested in developing internal training capabilities

### INSTRUCTORS

*Plexus Master Trainers.* Plexus Master Trainers train and evaluate:

- ISO 9001:2008, ISO/TS 16949:2009, AS9100, ISO 14001:2004 Environmental Management Systems, ISO 22000:2005 Food Safety, ISO 9001:2008 for Healthcare and ISO 13485:2003 for Medical Devices.
- Plexus Instructors certify your 3<sup>rd</sup> party auditors
- Supplier Auditors

### AGENDA

#### Morning

- ❖ Training Preparation
- ❖ Planning for Training
- ❖ Preparing for Training

#### Afternoon

- ❖ Practicing and Evaluating Training
- ❖ Delivering Training
- ❖ Develop Employee Handbook