

# 10 Steps

## to create your Reliability & Maintenance Training Plan for 2022

Training is a process, not a one-size-fits-all activity. Every organization's training needs are unique. Follow these steps to proactively plan to meet your 2022 performance goals.

1

### Keep Your Eye Focused on Performance

What are your organization's goals for next year that your team needs to support? Make sure you have a clear vision of the future.



2

### Secure Leadership Support for Investing in Training

People are your organization's most important asset. Enlist the support of a sponsor for your plans to use training to improve the capabilities of your team and make plans to check-in regularly on progress.



3

### Consider the Current Performance Level of Your Team

Compared to what's needed to support your organization's goals, where do you have performance gaps? Does your team understand – and can they apply – best practices?



4

### Prioritize Performance Issues Based on Organizational Goals

Rarely do organizations have unlimited training budgets. Consider which individuals need training to reach the next level of performance and in what areas.



5

### Plan for Anticipated Turnover

Do you anticipate losing some members of your team to retirement or other positions within or outside the company? What positions will you need to fill?



6

### Plan for Growth and Organizational Changes

Is your organization growing and expanding capacity? Will your team need to add new positions to reflect growth or additional responsibilities?



7

### Plan for Training New Hires

What training will be required to ensure your new employees or people new to positions have the knowledge and skills they require to meet performance goals?



8

### Plan for Retention

How do you intend to retain your strong performers in a competitive job market? Could certification be an investment that keeps your talented employees on board?



9

### Plan for Who to Train and What's the Objective

Now that you have a rough idea of how many people will need training in what areas, get specific about what the training objectives will be. Consider using Learning Impact Maps as a planning tool.



10

### Figure Out How To Stretch Your Training Budget

With your needs and training objectives established, research which combination of training modes will work best: public or private classes (in-person or virtual) or eLearning.



Do you have questions about which types of training will be the best match for your training objectives?

Our training advisors have helped hundreds of organizations find a training mix that delivers results.

To schedule a Training Needs Review, email [education@LCE.com](mailto:education@LCE.com) or call 800-556-9589.