

Quick Guide: Make the most of training

Employers are continually seeking to raise the standards of performance of their staff. Therefore, while some training on offer to you will be of interest, some may be compulsory for you to attend. And although you may feel you don't need any training at all, here are the **top ten tips** to help you use all your training opportunities positively and to gain from your attendance:

- 1. Make sure you know what's on the agenda.** Asking for a copy of the programme outline gives you an idea of the session's objectives, how the session will apply to what you do, and what will interest you during the session.
- 2. Ask yourself if you are truly excellent at all aspects of your role.** Could you improve one or more of your working practices? If you are not sure, look at the way your colleagues do things: could you be more efficient/positive/proactive? This will help you identify at least one personal objective for attending the training.
- 3. What problems or difficulties do you encounter in your role?** Attending training sessions will help you find new ways to overcome these, as you chat to others in the same situation as you. Taking yourself away from the work environment also allows you to be more objective in the way you see the difficulties.
- 4. Alternatively, do you need more challenge in your role?** Attending training sessions can help identify new responsibilities and opportunities for you.
- 5. During the session,** remember to focus on your personal objectives for being there. Link everything you hear or find out about, to cracking that nut! Ask 'How can I apply this learning?' or 'If I change to this way of doing things, what are the benefits?'
- 6. Try to see every idea, solution or possibility as a chocolate.** Some you will like, and others you will leave behind. That way everyone gets to choose their favourite.
- 7. Remember too, to share your ideas and tips** with the other participants, especially if you are experienced in your role. They can also learn from you!
- 8. Aim to leave a session** with at least two things you will do differently to add interest or challenge to what you currently do.
- 9. Prioritise and deadline all your new actions,** building them into your performance review when you get back to work. It's also a good idea to meet with your manager to discuss these and get their help and support to implement them.
- 10. Don't forget to store other people's ideas** and tips for use in the future. You never know when you will need to try them!

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