



5 Steps to Build a **Successful Employee Training Program**

Proven ADDIE Framework for Impactful L&D

www.hrquadrant.com

Step 1 – Assess Needs (Analysis)

Identify skills gaps via surveys, performance data, and stakeholder input.

Ask: What business goals need support? Who needs training?

Avoid assumptions – data-driven needs prevent wasted resources.

Short tip: Start with a Training Needs Assessment (TNA).

Step 2 – Set Clear Objectives (Design Phase Start)

Define SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).

Align with business outcomes, e.g., "Improve sales close rate by 15% in 6 months."

Objectives guide content and measurement.

Step 3 – Design Engaging Content (Development)

Blend formats: Microlearning, videos, interactive quizzes, gamification.

Make it adult-friendly: Relevant, practical, bite-sized.

Incorporate diverse styles (visual, auditory, kinesthetic) for better retention.

Step 4 – Deliver & Facilitate (Implementation)

Choose methods: In-person, virtual, on-the-job, or blended.

Train facilitators for engagement; provide support tools.

Pilot test with a small group first.

Step 5 – Measure Impact (Evaluation)

Use Kirkpatrick's 4 Levels: Reaction, Learning, Behavior, Results.

Track KPIs: Completion rates, performance improvements, ROI.

Gather feedback and iterate for continuous improvement.

Why Invest in Training?

- Companies with strong L&D: 218% higher income per employee (source: ATD).
- 94% of employees would stay longer if invested in their development (LinkedIn).
- Effective training boosts retention and productivity.