



# Training plan

We are implementing training plans to meet the need for investment in time and effort to train people in the use of new processes, which involves changes in daily work.

These training plans are developed in partnership with teams of trusted volunteers recruited on the basis of motivation questionnaires. These teams of volunteers participate in the creation of new working methods.

The training plans will then be extended to the rest of the employees. The teams of trained volunteers will present the new ways of working to other employees, based on the training plans created.

Before the presentation of the new ways of working by the teams of volunteers, they are trained in the transmission of their knowledge. It is a question of training them in the training of their colleagues. In particular, they learn to create training plans themselves, in order to make them autonomous. This is a decisive point in bringing process flows to life.

In fact, we are preparing how they will present the new processes to their colleagues, so that they can execute them immediately.

To learn is to change behavior in order to produce the expected results. And we know that knowledge retention is greater by practicing new processes, as well as passing the acquired knowledge on to other people. Much more than any other form of learning. That's why we focus on practice, including setting up interactive coaching-based training plans to help people move from learning to action.

Here is the life process we follow from conception to implementation:

1. Learning objective: Definitions by words of specific actions, skills or knowledge to be acquired in order to successfully complete the process.
2. Creating a plan for each learning objective.
  - A: Materials needed to support learning
  - B: Description of how learners will put new knowledge into practice through

activities, in order to retain it even more easily.

C: Processing time. Define how to ask the learner to think about the new material so that it can be more easily used.

3. Estimated time to complete the training.

Thanks to these 3 elements, we get a solid training plan to lead the training efforts and thus achieve the expected change results.

## Sample training plan

### LO:

1. Getting started with the digital tablet
2. Getting started with the material request application
3. Getting started with the Timemanager application

### Material:

1. Digital tablet

### Activity:

- **LO#1:** Step by step discovery of the digital tablet. Have participants follow the discovery presentation on the tablet. The participants let themselves be guided by an explanatory and participatory scenario of the use of the tablet. At the end of this autonomous presentation, a collective exchange with all the participants is organized, so that they can share their experiences.

Material #1

- **LO#2:** Step by step discovery of the material request application. Have participants follow the Material Request Application Discovery presentation. The participants let themselves be guided by an explanatory and participatory scenario of the use of the application. At the end of this autonomous presentation, a collective exchange with all the participants is organized, so that they can share their experiences. Then a collective scenario is organized, in which the participants take turns playing the role of requester and receiver of the request. Participants alternate roles in order to fully understand the challenges of this new tool.

#### Material #1

- **LO#3:** Step by step discovery of the Timemanager application. Have participants follow the Timemanager App Discovery Presentation. The participants let themselves be guided by an explanatory and participatory scenario of the use of the application. At the end of this autonomous presentation, a collective exchange with all the participants is organized, so that they can share their experiences. Then a collective scenario is organized, in which the participants take turns playing the role of employee recording their working hours and manager validating the hours recorded. Participants alternate roles in order to fully understand the challenges of this new tool.

#### Material #1

### **Process:**

- Groups report their findings and experiences to the rest of the group
- Think about a list of things that apps will change in your everyday work

### **Time:**

1 day