**Training Plan  
Salary and Performance Management System  
Federated Mutual Insurance**



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**Introduction/Management Summary:**

This chapter articulates the Training Plan, a strategic initiative tailored for both seasoned and new employees, encompassing systems analysts and various business areas. Its primary goal is to equip the workforce with the required knowledge and skills for a seamless transition from the paper-based salary and performance management system to the new digital system. This document serves as a navigational guide for the training program, outlining its objectives, methods, and the critical components essential for success.

**Purpose of the Document:**

The Training Plan seeks to provide a comprehensive blueprint for the training program, addressing the unique needs of the diverse workforce. It serves as a foundational document for both systems analysts and business units, fostering a unified and collaborative approach to embrace the new system transformation.

**Training Process:**

In recognition of the diverse backgrounds and roles within the organization, the training process incorporates a blend of online modules and supplementary materials. This comprehensive strategy ensures that all 4000 employees, both veteran and new, can acquire the skills needed for the upcoming system, fostering a cohesive understanding across all levels of the workforce.

**Target Audience:**

The target audience extends to all employees, acknowledging the transition from a paper-based to a digital system. Tailored content caters to the specific needs of systems analysts, managers, and other employees, recognizing the varying degrees of familiarity with the previous system. This inclusive approach ensures that the training program addresses the diverse needs of the entire workforce, facilitating a unified transition to the new system.

**Training Modules:**

Encompassing a broad spectrum of topics, the training modules cover technical and practical applications crucial for navigating the nuances of the new system. The content is designed to accommodate diverse learning styles and levels of expertise, ensuring an understanding among trainees.

**Training Schedule:**

To ensure a comprehensive understanding of the upcoming system implementation, all training sessions are scheduled to commence on October 21, 2023. This strategic timing allows for ample preparation, knowledge retention, and practical application before the system is deployed in November.

Supervisors and Managers: A dedicated 6-hour training session has been designed to equip supervisors and managers with in-depth insights and a thorough understanding of the new system. This extended duration is tailored to the managerial responsibilities and the critical role they play in the transition.

Other Employees: Recognizing the varying roles and responsibilities within the organization, all other employees will undergo a condensed yet focused 2-hour training session. This streamlined approach ensures efficiency while providing essential knowledge tailored to their specific needs.

**Post-Training Period:**

Following the completion of the training modules, a post-training period will be allocated. This time frame allows for the addressing of any remaining questions or concerns that employees may have regarding the new system. The Project Team will be readily available to offer support, ensuring that the workforce is well-prepared for the imminent system implementation in November.

This schedule not only maximizes the retention of information by starting training in October but also customizes the duration based on the roles within the organization, catering to the specific needs of both supervisors/managers and other employees. The post-training period further emphasizes the commitment to a thorough understanding among all employees before the system deployment.

**Training Methods:**

Utilizing online modules accessible via company computers, the training methods provide a flexible and efficient learning environment. Additionally, a user manual, distributed to all employees, serves as a valuable resource, supplementing the digital training and accommodating varying learning preferences.

**Training Resources:**

Necessary resources include:

- Hardware: Employees' company computers for online module access.

- Environment: A conducive learning environment, both online and offline, ensuring optimal comprehension.

- Data: Relevant and up-to-date information required for practical application during training sessions. **Training Evaluation:**

- Every employee will complete a short quiz at the end of each training module to measure their understanding of the system.

- The Project Team will address any difficulties employees face as they are completing the training modules.

- Post-training, the Project Team will be available to address any additional questions, ensuring continued support.

- To further evaluate the effectiveness of the training modules, all employees will complete a short survey before the system is implemented.

**Where:**

Location: Federated Insurance Company Office

The training sessions will be conducted at the Federated Insurance company office. Several factors make this location advantageous:

Accessibility: The company office is a familiar and easily accessible location for all employees. This minimizes logistical challenges and ensures maximum attendance.

Infrastructure: The company office likely provides the necessary infrastructure, such as meeting rooms equipped with audiovisual facilities, to facilitate effective training sessions.

Work Environment: Conducting training at the familiar workplace fosters a conducive learning environment. Employees can seamlessly integrate new knowledge with their existing understanding of company processes.

Cost-Effective: Utilizing existing office space minimizes additional venue costs. This aligns with the budget-conscious approach outlined in the Training Plan.

Consistency: Training at the company office ensures a consistent experience for all employees, regardless of their department or role. This consistency is vital for standardizing the understanding of the new system across the organization.

Convenience: Conducting training on-site minimizes disruptions to daily routines and work schedules. Employees can attend sessions without extensive travel, optimizing their time and participation.

Organizational Identity: Training at the company office reinforces the organizational identity and the importance the company places on investing in its employees' professional development.

**Training Room Setup:**

To enhance the learning experience, dedicated training rooms within the company office can be set up with:

Audiovisual Equipment: Ensure that training rooms are equipped with audiovisual tools necessary for effective presentations and interactive sessions.

Comfortable Seating: Arrange seating to encourage participation and engagement during training sessions.

Training Materials: Distribute user manuals and any supplementary materials at the beginning of the training program.

Technology Support: Have technical support available to address any issues that may arise with hardware or software during the training sessions.

By conducting training at the Federated Insurance company office, the organization can leverage its existing resources and create a seamless, efficient, and cost-effective learning environment for all employees.

**When:**

Initiated during the analysis phase and concluding during the test phase, the Training Plan is designed to seamlessly integrate foundational insights into the organizational fabric. It aligns the entire workforce's readiness with the imminent system implementation scheduled for November.

**Training Budget:**

With a thoughtfully allocated budget of $1,000, the Project Team adopts a strategic approach to maximize the impact of the training program. The focus is on optimizing the utilization of online modules, a cost-effective solution that allows for widespread access to quality training content.

Online Module Utilization: The primary emphasis is on leveraging online modules for training sessions. This not only ensures accessibility for all employees but also minimizes the associated costs traditionally linked with in-person training, such as venue expenses and printed materials.

Cost Minimization: The decision to utilize online resources aligns with the budget-conscious approach outlined in the Training Plan. This cost-minimization strategy allows the Project Team to make the most efficient use of the allocated budget, channeling funds towards impactful training content.

High Standard of Education: Despite the budget constraints, the Project Team is committed to upholding a high standard of education for all employees. Online modules provide a dynamic and interactive learning experience, ensuring that the training content is both engaging and informative.

This financial strategy reflects a conscientious effort to balance budget constraints with the imperative to deliver quality training. By prioritizing online modules, the organization maximizes the reach of the training program, ensuring that every employee, regardless of their tenure or role, receives valuable insights to successfully embrace the new digital system.