**Proposal for Employee Training**

**1.0 Objectives**

Every organization needs to have a well-trained, experienced staff in order to perform the activities that are essential to the functionality of the organization. In the event that the current or potential job occupant can meet the new training requirements, training is not needed. Yet, when this is not the case, it is essential to raise the skill and increase the versatility and adaptability of employees. Hence, there is an implicit need for training in the organization. Training of employees in the organization is essential for development of the organization which is not possible without technically sound employees. In the global marketplace where every organization is trying to outperform each other, it is imperative to not lose out to competition. Training would provide employees with necessary skills to use latest technology and thus improve their performance. Training needs of different employees are different and hence the training plan would consider such unique requirements. The objective of the proposal is to enhance the skills of the employees in order to improve their productivity and efficiency and eventually achieving high profits and growth.

**2.0 Deliverables**

The deliverables for the training plan are comprised of a series of presentations and documents outlining operational processes and procedures. These are:

* Web-based training material
* Instructor-led-training material
* Quick start manual
* Job-aids

**3.0 Milestones**

There are six milestones in the training plan. These are: Training strategy completion, Training Design completion, Training Deployment, Training Evaluation, Post Training Feedback, and Corrective training.

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| S.No | Training Milestone | Description |
| 1 | Training strategy completion | Organization’s goals and objectives from the training need to be analyzed |
| 2 | Training Design completion | According to needs of the organization and of the employees, an effective training plan would be designed to meet these goals and objectives. Training goals would be defined and training methods would be identified. |
| 3 | Training Deployment | Training would be administered as per the design |
| 4 | Training Evaluation | Employees would be evaluated on their newly acquired skills with skills defined by the goals of the training program |
| 5 | Post Training Feedback | Feedback would be taken from trainers as well as from employees for what aspect of training would benefit them the most and what additional steps could be taken to further improve the training |
| 6 | Corrective Training | Any discrepancy in the evaluated versus actual requirement would be noted and adjustments made to the training program to enable it meet specified goals |

**3.1 Key Stakeholders**

The key stakeholders of the project are:



**3.2 The Work Breakdown Structure-WBS**



**3.3 Responsibility Matrix**



**4.0 Technical Requirements**

For successful implementation of the training plan, the organization needs to address the technical requirements. These are as follows:

* Learning Management Software needs to be deployed across the organization. LMS is a complete, secure, web-based training and e-learning solution that employs a simple and intuitive user interface. This way both technical and non-technical training managers can easily create, manage, and track interactive training courses and learning programs for all levels of users.
* To be able to reap benefits of the LMS, workstations in the organization must be configured as per requirements of the software.
* Network resources needs to be identified for users
* Security needs to be enabled at user’s workstations

**5.0 Project Priorities**

The project would utilize the organization’s major resources from HR to Business Leaders to IT staff and Finance. Hence a critical priority of the project is in terms of timeline. The training plan must adhere to the schedule as mentioned in the WBS. Any additional time would lead to additional cost and resources on the part of organization.

Second priority would be to ensure effectiveness of the plan. Since the organization is spending much cost and time on this plan, it should be taken seriously across the organization for successful and result orientation of the training plan.

**6.0 Limits and Exclusions**

The training plan would be designed and implemented within the scope of the project. Actions would be directed in accordance with the detailed objectives of the training plan (as outlined in the WBS). If there is a need for change in the scope of the training plan, it would need to be managed and approved by the Business and HR Leadership.

The proposal does not deal with user training that is either aimed at familiarization or competence building in the use of the system. Training would only be administered to increase the knowledge base of employees so as to get them aligned with organizational goals and objectives. Any training requirement raised for personal benefit of the employee which cannot be related to his or her work would be seriously dealt with.

Dismantling the existing system is also not a part of the project. Modifications can be done in the existing system.