Why Training?

• Training gives people the tools and knowledge they need to be successful in their jobs.
• Training teaches:
  ▪ **What** the job is.
  ▪ **When** the job must take place.
  ▪ **How** a job is performed.
  ▪ **Where** the job fits, in respect to the overall business.
  ▪ **Why** the job is important.

• Helps improve employee retention, since people who do not feel comfortable performing their jobs are more likely to leave.
• Provides one vital step in creating a workplace safer.
• Improves compliance with industry regulations.

Many employees benefit from training, including:
• Employees new to the business.
• Employees with swine production experience but new to your business or site.
• Employees moving positions or being given new responsibilities.
• Any employee who would benefit from learning or improving skills.

Preparing to Train

• Establish training objectives and the timeline.
  ▪ For new-hire training, refer to the job description to make sure you will prepare them for stated responsibilities.
  ▪ Identify who will conduct each piece of training. (Supervisors and unit managers, business owners, coworkers, etc.)
• Set times and methods for evaluating the trainee's progress.
• Pull policies, procedures, and other resources that support training.

Prepare-Tell-Show-Do-Review

• Learning styles - watchers, readers, doers, sensors.
• Check for understanding.
• **Prepare** the learner for the task by explaining why doing the task well is important.
• **Tell** the learner how and why the procedure is performed.
• **Show** the learner how to perform the procedure by physically demonstrating.
• **Do** allow the learner to perform the procedure while you observe.
• **Review** the process the learner went through, recognize areas where the learner performed well, and highlight areas for improvement.

Ongoing Training, Coaching and Feedback

• By making the investment of improving your people, your business will be better prepared to deal with the variety of challenges you face.
  ▪ Cross-training allows employees to see how different areas are interrelated, and prepare them to fill in for co-workers or take on emergency assignments.
  ▪ Make time for training on new topics, or refresher courses on basic topics, for all employees.
  ▪ Professional development is one key to improving professional behavior.
• Training is an initial step.
  ▪ Once training is complete, ongoing coaching and feedback are essential for reinforcing the performance you want and redirecting behaviors you do not want.