



# DEVELOP A CULTURE OF TRAINING

## Best Practices for a Successful Training Program

### Create space and make time

Designate a room for training. Let team members sign up to use it.

### Motivate

Incentives inspire less motivated employees, and reward motivated ones.

### Celebrate success

Start a formal recognition program, build leader boards, or just say "congrats!"

### Put it in writing

Create an official training policy. Identify goals, limits, rewards, and requirements.

## Assess

Measure your team's progress. Here are some strategies:

### Minutes Trained

Establish clear expectations for dedicated training time (i.e., 2 hours per week), then refer to CBT Nuggets' reporting feature to see if they've been met.

### Practice Exams

Use practice exams before and after training to track progress.

### Certifications

Certifications are the best way to validate training.

## Schedule

Create study plans. Set goals and realistic expectations for time spent training. Set weekly benchmarks; they're flexible, but encourage regular progress.

## Incentivize

Incentives can demonstrate the value of training, improve team attitudes, and increase success rates.

## Have Fun

Training can be your team's chance to break away from the grind of day-to-day work. CBT Nuggets trainers love what they do and enjoy creating training that entertains. Real examples of training fun from our learners include:

### Race to Train

An IT team member and manager had a race to see who could earn five certifications first. And the stakes were high: the loser had to host a full-size, cardboard cutout of the winner in their office for the next year.

### CosPlay Quarter

One team committed to training in full superhero costumes for three months.

### Practice Lab Reward

A manager offered to build a top-notch practice lab in the home of the first learner on their team to certify.