

Getting the best from Training

We want to make sure that you are getting the very best out of any learning opportunity. With this in mind, we would like to offer some top tips to ensure that that you get the optimal gain.

Have a pre course briefing

Never underestimate the value of spending 5 minutes with your manager before you attend a course. This is for a few reasons:

- It shows you care about your development and see the benefits of training
- It gives you the opportunity to ask any questions or raise any concerns you may have
- It ensures that any pre-work has been completed
- They know what the training is about and gives the opportunity to discuss the objectives for attending

The one to one with your manager should cover the following areas:

- Pre-existing knowledge
- Why it's important for the business and you
- Course date and time and check how you will prepare your work around it
- The objectives of the training program and ask what you would like to get out of it
- Discuss how the learning could be applied
- Check any pre course activities have been completed

Post Course Debrief

On returning to work, it is beneficial to have a post course debrief. This demonstrates a positive attitude to the value of training and your personal development. It will also increase the chance of transferring and demonstrating the skills you learnt.

The post course debrief should be conducted within a week of attending the course.

The one to one should follow a similar structure as below:

- What was covered
- Were your objectives met
- What actions did you come away with
- What support do you need to transfer their knowledge

Agree action plan, and review dates scheduled. If the action plans are required for course sign off, please send completed and evidenced plans to mbuktraining.development@daimler.com