



PARATUS
TRAINING
Prepare to Lead

RTO: 45274 ABN: 65 161 276 722



STAFF DEVELOPMENT FOR SMALL BUSINESS



WSBA
Western Suburbs
Business Association

Course Outline

Who should enrol in this course?

Are you a small business owner with a vision of growth and success? If so, there's a crucial tool you need in your entrepreneurial toolkit: *employee training*.

Your staff's knowledge and skills can make or break your company. That's why understanding the importance of training is so important.

Why should you care about staff training?

Imagine your business as a high-performance engine. The fuel that keeps it running smoothly and propels it forward is your employees' expertise.

Without proper training, that engine can sputter, leading to inefficiencies, costly errors, and missed opportunities. Here's why understanding training is essential for you:

- **Maximising Productivity:** Well-trained employees are more efficient and productive.
- **Boosting Employee Morale:** Training shows your team that you value their growth, which increases job satisfaction and loyalty.
- **Meeting Challenges Head-On:** Equip your staff with the knowledge and skills they need to adapt to industry changes and stay competitive.

What's In It For You?

Our one-day workshop is your introduction to understanding the essential principles of adult learning and implementing them in your small business.

With this knowledge, you'll be better equipped to develop effective in-house training programs, boost your employees' skills, retain staff and importantly corporate knowledge.

Workshop Objectives

- Understand the significance of training and development in small businesses.
- Identify your businesses training needs and goals.
- Gain an overview of instructional design and content creation.
- Explore various training delivery methods.
- Recognise the importance of evaluation and feedback.
- Start developing a training development plan for your business.

Course Outline

The workshop will start will focussing on understanding the importance of training, identifying your businesses training needs, and introducing key instructional design principles.

In the afternoon session will delve into creating engaging training content, selecting effective delivery methods, emphasising evaluation and feedback, and fostering continuous improvement.

Throughout the day you will be guided in planning for the future of your business's training initiatives.

The Importance of Training in Small Business This session highlights the significance of employee training for you small business, emphasising its role in productivity and success.

Identifying Training Needs and Goals: Learn how to conduct a gap analysis and determine your businesses training needs and set clear objectives.


Introduction to Adult Learning Principles: Key principles for designing effective training programs are introduced, including clear learning objectives, engagement and feedback.

Setting Learning Objectives: This session helps you define what you want your employees to achieve after training.

Selecting Training Delivery Methods: Different training delivery methods are discussed, enabling you to choose the most suitable for your business and training needs.

Creating Engaging Training Content: Explore the art of creating engaging and interactive training content.

Evaluation and Feedback: The importance of ongoing evaluation and feedback in the training process is emphasised.



Invest now in your businesses growth and stay competitive in a rapidly changing business environment

Workshop Agenda

Staff Development for Small Business

Timings	Description
08:30 - 0900	Welcome and introduction
0900 - 0945	The Importance of Training in Small Businesses
0945 - 1030	Identifying Training Needs and Goals
1013 - 1045	Break
1045 - 1130	Introduction to Adult Learning Principles
1130 - 1215	Setting Learning Objectives
1215 - 1315	Break
1315 - 1430	Selecting Training Delivery Methods
1430 - 1515	Creating Engaging Training Content
1515 - 1600	Break
1600 - 1630	Evaluation and Continuous Improvement
1630 - 1645	Reflection and close

Assessment

This one-day workshop will not include formal assessments. You will receive resources containing templates and guidelines for future use in training course development.

Lead Trainer

Mick Lee

Director and Operations Manager



Mick Lee is passionate about providing the best training possible experience for clients, whether that is an individual student or an enterprise. He has over 25 years of learning and development experience, which he puts towards managing operations at Paratus Training.

Mick started his training journey as an instructor at the Australian Army, School of Infantry and after finishing his career with the Australian Defence Force he moved onto become a Senior Instructor and Team Leader at the Australian Federal Police College, School of Law Enforcement Intelligence. Whilst with the AFP he developed and delivered training across Australia and internationally.

For the past 10 years Mick has worked with some of the biggest global businesses including:

- Commonwealth Bank
- Bankwest
- Telstra
- Rio Tinto
- Serco
- BHP

With a strong focus on end-to-end learning solutions that are designed for students to be job ready and not just certificate ready Mick is the driving force behind the day-to-day operations at Paratus Training.

Pricing

	Workshop
A\$	\$350.00

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PARATUS
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By bringing together experienced training staff who have worked with some of the biggest companies globally to ensure that you have access to contemporary and real-world experience. The Paratus Training goal is to prepare businesses and individuals for the challenges of the modern workplace.

Because, we're here to help

If you have any questions or queries don't hesitate to contact us.



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