

# Checklist for optimizing training structure and minimizing costs



## Internally

- ✓ Rolling out group training: Take advantage of group learning by putting employees into multiple groups.
- ✓ Organizing activities on a weekly or monthly basis: Choose a topic of conversation ahead of time and address any questions or concerns they may have.
- ✓ Identifying trainers inside your organization: Concentrate on training one person with great communication and interaction skills to instruct the others.
- ✓ Employee cross-training: Assign new jobs or responsibilities to your employees.
- ✓ Starting a mentoring program: Building on the concept of cross-training employees, a mentorship program helps new and inexperienced employees while being cost-efficient.

## Externally

- ✓ eLearning: eLearning is usually associated with decreased material costs as all.
- ✓ Material re-use: Most training resources, such as videos, have a lengthy shelf life and may be utilized several times.
- ✓ Associations or trade groups: Some industrial associations provide members with affordable or sometimes free training programs at yearly events, online, and through seminars.
- ✓ Turning to your vendors and clients: For certain projects or goods, you may negotiate for reduced-cost training from your vendors.