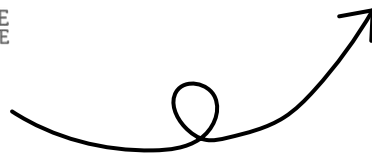
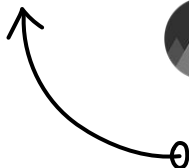
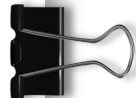
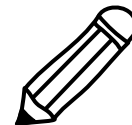
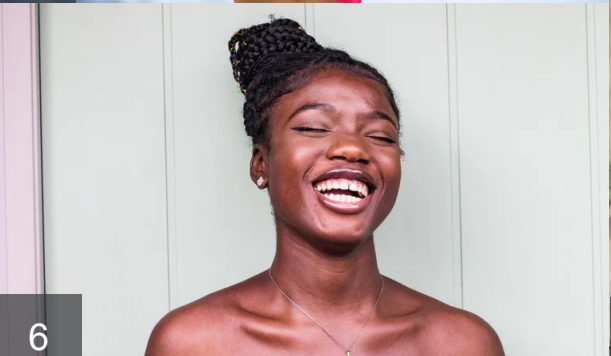




Setting up a Learning & Development Program

By: Kati Ryan, A Positive Adventure







HI. I'M KATI.



Founder of APA.

- Worked in L&D for 15 years
- Worked with startups for 13 years
- Passion for organizing the chaos of L&D and helping orgs scale effectively by making learning stick
- Climber, avid reader, board game enthusiast



bill.com

*** instacart**

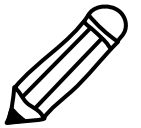
∞ affinity



1 WORD TO DESCRIBE L&D @ YOUR ORG TODAY



menti.com
2699 4107





WHY IS BUILDING AN L&D PROGRAM IMPORTANT?

1



2



3

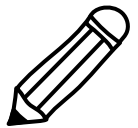
To **fuel**
organizational
growth

To create a
culture of
continuous learning

To attract
and **retain**
high-performers

94% of workers say they would stay at a company longer if their employer invested in their careers and skill development.

(LinkedIn Workplace Learning Report, 2024)





IN CHAT: WHAT DO YOU DO FOR L&D TODAY?

Do you:

facilitate trainings internally,
reimburse for outside training,
hire third party vendors
or some combo?

What are **L&D funds**
used for?

Who is **eligible** for L&D
benefits?

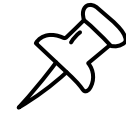
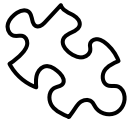
Who uses them
the **most**?



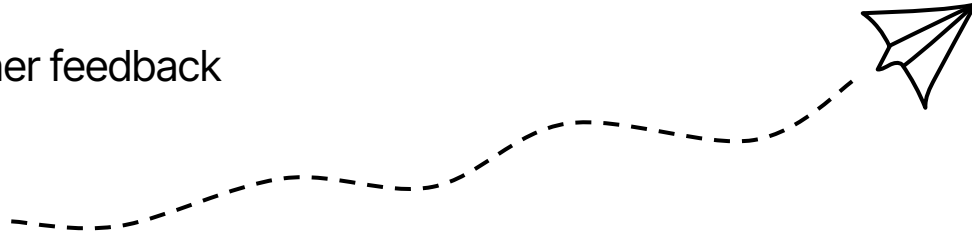
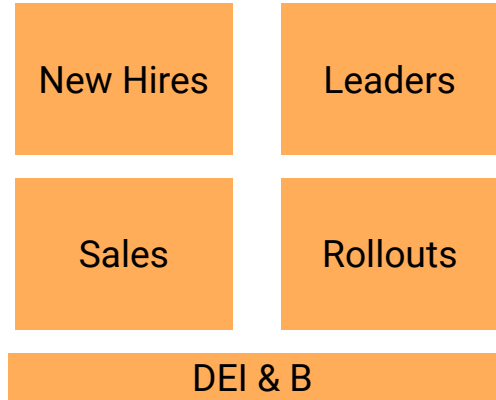


WHERE DO WE **START?**

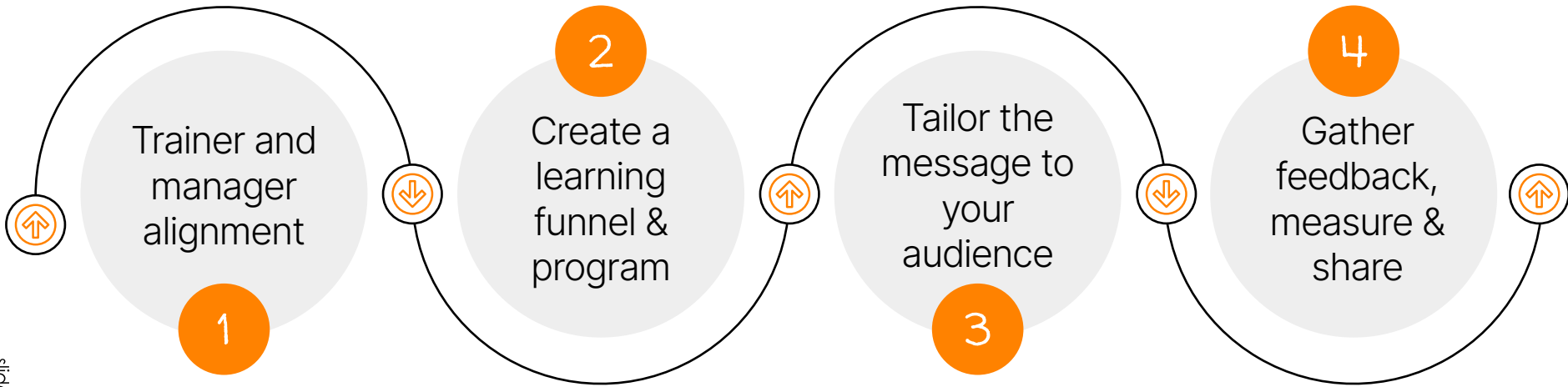
1. Align with business goals
2. Conduct needs analysis (survey or interviews)
3. Prioritize what is needed and make recommendation
4. Attain buy-in from recommendation
5. Hire, outsource or decide how to build
6. Build & execute plan
7. Measure success
8. Share results & gather feedback



Common Core Offerings Startups



HOW TO EXECUTE COMPANY-OWNED TRAININGS:





PDP Manager Talking Guide:

2024
PDP
Workshop
1 of 4

Q1 Topic: Have Brave Conversations

Use this to guide your team and 1:1 conversations after the Q1 workshops!

Team Meeting Discussion Prompts:

- I attended the Leader's Version of Have Brave Conversations and here are 1-2 of my key takeaways...
- Who attended the Employee Version of Have Brave Conversations? What are 1-2 key takeaways you had from the session you can share with the rest of us?
- How can we leverage these best practices as a team?

1:1 Discussion Prompts:

- I attended the Leader's Version of Have Brave Conversations and here are 1-2 of my key takeaways...
- Did you attend the Employee Version? What was something you took away?
- Let's capture this in Lattice for you too. Also, check out the other workshops this year and sign up!

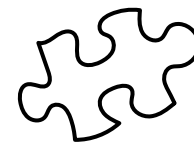
Have Your Team
Sign up for Other
Workshops



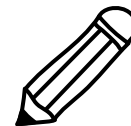
 A Positive Adventure, LLC



ALIGN YOUR MANAGERS



1. Rollout changes to them first
2. Provide actions steps for them (i.e. a reference guide to use in next team meeting)
3. Conduct live Q&A follow-up with them

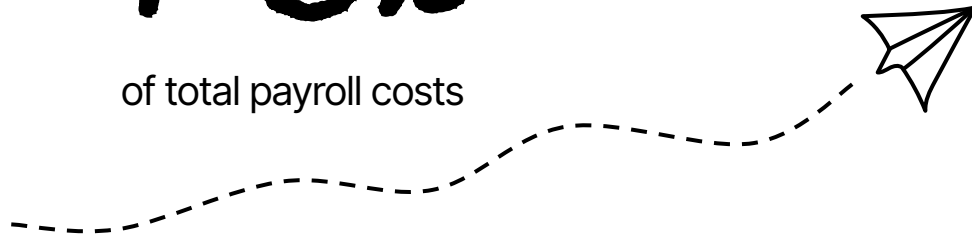
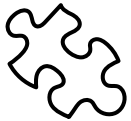




COMMON GUIDELINES FOR APPROPRIATE L&D BUDGETS

1-3%

of total payroll costs







WHEN TO BUILD & WHEN TO REIMBURSE/BUY

IN-HOUSE	REIMBURSE
Critical company-specific knowledge	Specialized expertise (tech skills or certs)
Onboarding & orientation	Career dev / individual learning paths
Team-building & collaboration	When have limited resources & keeping pace with rapid changes
Sensitive or proprietary information	Employee initiative

**Reimbursement range is often between \$500-\$2000 per employee*






WHAT TO CONSIDER WHEN WORKING WITH A VENDOR



CHECKLIST:


- Ensure they will tailor content to your business and culture
 - Make sure you can see the content before you go live
 - Add in specific examples and screenshots from your systems and tools
 - Make sure there are post-training follow-ups and learning boosts
 - Collaborate on training success measurement
 - If it's not a "heck yes!" it's a no
 - Your vendors should feel like an extension of your team & make your life easier
- 
- A series of five black, teardrop-shaped decorative dashes arranged vertically on the right side of the slide.



WHEN TO INVEST IN L&D HIRES & THEIR RESPONSIBILITIES



RESPONSIBILITIES:

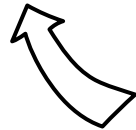
- Training Needs Analysis
 - Curriculum Development & Instructional Design
 - Training Facilitation
 - Onboarding
 - Evaluation and Assessment
 - Learning Technology
 - Compliance and Legal Considerations
 - Budget Management
 - Continuous Learning Design and Partnering with Internal Clients
- 



TRAINING FUNCTIONAL AREAS:

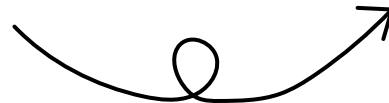
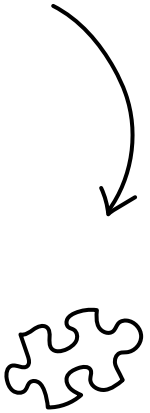
Content Relevance is Key!

- Training content should align with the specific skills and knowledge required for each functional area.
- Narrowcast vs. broadcast information
- Allow space for personalization by each person





**IN CHAT: HOW DO
YOU MAKE TRAINING
FUN & ENGAGING?**





MAKE TRAINING FUN & ENGAGING

Include Surprises

Good training isn't *"Death by PowerPoint."* Make an effort to provide a fun, engaging, and exciting classroom environment.

Use Engagement Tactics

Include interactive elements, such as groups discussions, gamify activities, and incorporate adult learning theory.

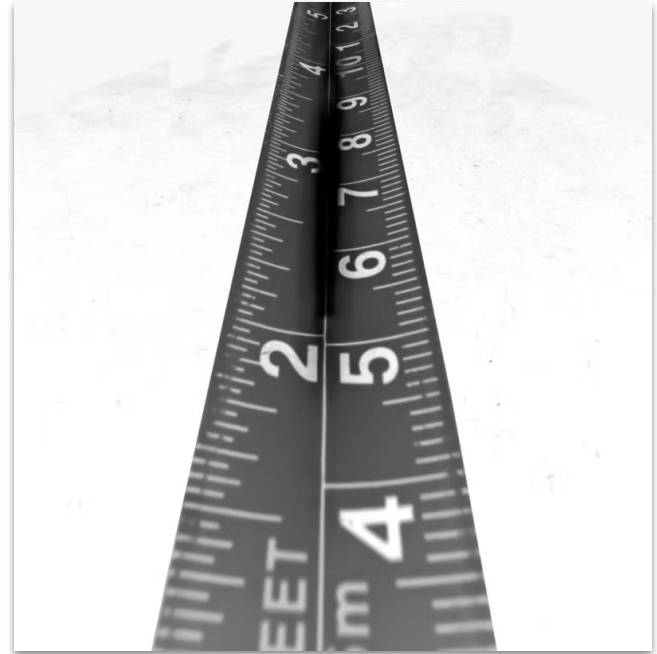
Keep it Simple

Align gamification with learning outcomes.
"If you can't explain it simply, you don't understand it well enough."

MEASURING SUCCESS

Best Practices:

- Pre & post training assessment
 - Leaders
 - Learners
- Qualitative and quantitative measurement
- Align on Learning Outcomes and measure change
- Baseline KPIs
 - Ramp time
 - Closing competency gaps
 - Promotion data
 - Completion rates
 - Surveys
 - Internal mobility
 - Culture surveys
 - 360s

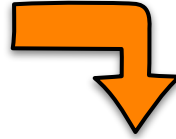




MEASURING SUCCESS



EX. ENGINEERING:



1. **Technical Proficiency:** Measure improvements in technical skills and knowledge relevant to engineering tasks.
2. **Problem-Solving:** Assess the ability to apply newly acquired knowledge to real engineering challenges effectively.
3. **Error Reduction:** Track a decrease in errors, defects, or rework in engineering projects as a result of the training.





MEASURING SUCCESS



EX. SALES:

1. **Sales Revenue:** Measure the increase in sales revenue generated by sales teams post-training.
2. **Conversion Rates:** Evaluate improvements in conversion rates, such as leads to sales or prospects to customers.
3. **Customer Satisfaction:** Gauge customer satisfaction scores to ensure that the training positively impacts the customer experience and relationships.





COMMON PITFALLS



Lack of Alignment

Failing to align L&D programs with organizational goals and needs can lead to inefficiencies and ineffectiveness.

One-Size-Fits-All Approach

Neglecting to tailor training to individual learner needs can result in disengagement and limited impact.

Inadequate Evaluation



Not measuring the impact of L&D efforts and failing to adapt based on feedback can hinder program success.



Key Takeaway from Today:
Menti.com
2699 4107



RESOURCES FOR YOU



[OneGuide: Setting Up an L&D Program](#)



[OneGuide: Designing Your Company's New Hire Experience](#)



[LMS Selection Guide Template](#)



[No-Pressure-Pick-My-Brain Chat](#)



Q/A

AND THANK YOU FOR HAVING ME.

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apositiveadventure.com

