

## Compliance Today – January 2020 Strategic timing can have a big impact

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One of the best methods to get a handle on your training program is to develop an overall training plan. Many data elements need to be considered for each training, such as the content topic, the audience, the delivery method, and the ways you plan to measure effectiveness. In addition to these components, it's critical to plan out the timing of each deployment. Here are some factors to consider.

### Employee lifecycle

Review the employee lifecycle at your company and identify opportunities to pair training with other personnel transactions. The most common occurrence is to assign code of conduct training upon hire, but other prompts could include performance reviews, service anniversaries, or disciplinary procedures. For example, providing managers with additional training on fostering an open environment prior to performance conversations could foster more transparent discussions and elicit previously unidentified concerns.

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