

How to conduct effective training

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Training people to be fully capable of getting a job done is never an easy task, especially if you’ll eventually rely them to train others in turn. If you’re having difficulty executing a training program in your business or organization, I suggest you read John Maxwell’s book *Developing the Leaders Around You*. In it he educates about a five-step process he calls the “five M’s of training.” It involves someone, either you or another designated trainer, to be directly involved in modeling, mentoring, monitoring, motivating, and multiplying in a sequence like this:

Step 1: You model. The process begins with you doing the task while the person being trained watches. When you do this, you try to give the person an opportunity to see you go through

the whole process. When people see the task performed correctly and completely, it gives them something to try to duplicate.

Step 2: You mentor. You continue to perform the task, but this time the person you’re training comes alongside you and assists in the process. You also take time to explain not only *the how* but also *the why* of each step.

Step 3: You monitor. The trainee performs the task and you assist and correct. It’s especially important during this phase to be positive and encouraging. Work with him until he develops consistency. Once he’s gotten down the process, ask him to explain it to you.

Step 4: You motivate. You take yourself out of the task at this point and let the trainee go. Your task is to make sure he knows how to do it

without help and to keep encouraging him. At this time the trainee may want to make improvements to the process. Encourage him to do it, and at the same time learn from him.

Step 5: You multiply. Once the trainee does the job well, it becomes his turn to teach others how to do it. As teachers know, the best way to learn something is to teach it.

Following these five steps of training will improve your training situation drastically. And hiring capable and competent people will certainly make this process much easier to execute. Training is a vital function and key to the ongoing success of any team or organization. So strive to do it right and have it be effective.

~ The End ~