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determine who needs training is to look at performance reviews to see who has been struggling with mistakes and productivity. Another way to uncover what everyone needs is to send out a survey, asking about any knowledge gaps your team feels they have. Next, determine how often training needs to happen. Many companies conduct annual updates to training, but you may find you need more frequent refreshers. Consider this if youre not sure how often to schedule training: Frequent repetition has been shown to improve long-term recall by 35%. Very short training sessions, done monthly or more often, can help teams remember what they learn without overwhelming them. Refresher training should build on what exists, so review what training your team has already received through onboarding and past refresher courses. Whats most important to reinforce through repetition? What has been updated and needs new training? What hasnt been covered yet? You can then create new learning materials to address these points. As you create training materials, find a way to store and organize them so you and your team can easily refer back to them as needed. Connecteam makes it simple to keep all your training in one spot, and its Knowledge Center lets you securely store manuals, checklists, reading materials, and other important documents in a digital library. Once you understand who needs refresher training and what theyve already learned, its time to create new training. Connecteam can help. Our all-in-one work management platform lets you create short 1-to-2-minute training videos as well as fully customizable training modules. You can text, images, files, HTML elements, audio notes, and more to your courses. Plus, you can add quizzes to test employees knowledge after training is complete. Training courses and materials are accessible through Connecteams mobile and desktop apps, so employees can complete their refresher classes on the go whenever its convenient. With Connecteam, you can see at a glance which employees have started or completed their online training. Team members can also chat securely with managers right in the app if they have any questions about what theyve learned. As you create new materials, keep these tips in mind to offer your employees the best learning experience: Encourage active learning. This involves group discussion, work exercises, practice sessions, and any other methods that get learners actively engaged with training material. Studies show active learning encourages better recall, even a month after training. Include large visuals and color. Learners remember large images 1.5 times more than smaller pictures. Meanwhile, bright colors can make your message 39% more memorable when compared with a more neutral palette. Include materials that employees can refer back to. Repetition reinforces learning, so at the end of any training material, quickly recap the most important information verbally or in bullet points. Its also helpful to give employees checklists and informational documents they can reference later. Make your training accessible. Closed captioning on videos, for example, not only helps those who are hard of hearing but also increases comprehension by 56% for all learners. Including audio versions of written text can also help reinforce learning. When creating written materials, its important to use readable fonts (e.g., size 12, sans serif), avoid large blocks of text, and ensure the text and background contrast well. Trim your training down. Research has shown that the average persons attention span is just 47 seconds. Keeping training as short and focused as possible helps learners retain information in todays distracting world. Explain why youre offering refresher training, outline your expectations, and review why the classes are important. This helps increase enthusiasm or at least appreciation for the refresher. Also, talk to your employees one on one about learning, if possible. It can help you understand each employees learning motivation, their preferred learning styles, and their training goals. This can help you create personalized learning to keep employees engaged. For example, you might learn that a team member is interested in management. You could send them the online training your managers use, so the employee can learn the skills theyll need. Once youve created the training, invite participants to any live events and schedule sessions for training. You can use Connecteams scheduling app, for example, to easily see when employees are available and to book learning sessions. After training is complete, its important to get their thoughts about it. Connecteams surveys and polls, for instance, make it simple to solicit feedback from your team. You can find out what the overall learning experience was like, what topics require further training, and whether your team would like to see any additional features in future classes. Refresher training helps keep your employees skills and knowledge up-to-date and relevant to the work theyre doing today. However, figuring out what to teach, when to teach it, and how your team can best learn can be complicated. This guide can help you take the stress out of the process. By following the guidance weve shared, youll be able to create meaningful and engaging refresher courses that will make your employees more productive, keep your business compliant, and improve your companys overall efficiency. To make things even easier, we recommend you consider using an employee training platform like Connecteam. The number of lessons can range from one to dozens, depending on the complexity of the training material. A good rule of thumb is to keep the number as low as possible so you dont overwhelm your employees. You can break longer classes into standalone units to make the information more digestible, too. Both have advantages. With live sessions, you can visually gauge engagement and you can confirm everyone has completed their class by a specific date. Self-paced classes are ideal for busy workplaces. They give employees the option to spend a few minutes on training when they have a break.

What is required for non cma annual refresher training. Refresher training meaning. How often should refresher training take place. What is refresher training. What is a refresher course. Why do refresher training.