

Organizational Education/Training Plan: Beginnings



Gather your employee team, from multiple roles, and write three lists:

INVENTORY

Examples of what you already have: Policy Binders; Power Point Slides; Check Lists; Reference Cards; Train the Trainer; Online Training Resources; Webinars; Seminars; Conferences; Training Days; Peer to Peer Informal coaching/mentoring; Training Budget/Dollars; Guest Speakers etc.

LEARNING NEEDS/GAPS

Examples of things you are doing well, and areas of learning gaps: On-Boarding New Employees; Volunteers; Students; Database; Customer Service; New Managers; Employees in New Roles; Vacation Coverage; Closing office; Phone protocols; Technology; Assessments; Documentation; Forms; Stats; Reports; Leadership Growth; Dealing with Difficult People; In-House Mentorship; Human Resources; Health & Safety; Legislation Updates etc.

WISH LIST

Examples of your ultimate wish list, dream big!: Bigger Training Budget; Fun Professional Development; More Workshops, Webinars; On-Line Resources; Quick Reference Cards & Checklists; Collaborate with Another Organization Re. Learning Events; Employee Retreat; Updated Policy Manuals, Human Resources Learning Supports; Leadership; Customer Service; Student Placements; Dedicated Training Staff Person; Hire Professional Development, etc.

Regier Educational Services Information Sheet

Regier Educational Services help support organizations respond to their learning and professional development needs. Our innovative educational resources are designed based on practical experience and evidence based research. We are passionate about creative and quality training experiences, in workplace and community settings.

Biography: Patricia Regier is a learning experience designer, and sought after speaker. She brings twenty years of experience working within the non-profit and health care sectors: developing programs, building collaborative partnerships, and providing workplace and community education. Her Master of Adult Education and BA in Psychology academic knowledge is paired with her demonstrated experience.



“Patricia is a dynamic and engaging speaker. She kept me interested with fun and interesting activities while providing us important skill development.”

Seminar Participant

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