

Tips for Building the Training Foundation

Consider how your Club or Youth Center can address the following conditions that promote favorable training infrastructure to train staff most effectively and efficiently with the following tips:

- **Talk about training early.** Data shows that job seekers are looking for employment with plenty of training and development opportunities. A robust training infrastructure can be part of what attracts a candidate to a position with a Club or Youth Center.
- **Talk about training often.** Professional Development Plans and accountability to them are then part of one-on-one meetings, team meetings, and performance management on a consistent basis.
- **Have clearly established training requirements and opportunities.** Defining and communicating training requirements and opportunities demonstrates your organization's commitment to ongoing learning. It helps staff feel supported and valued and gives them goals to achieve and opportunities to advance.
- **Train staff in a timely in onboarding so they are equipped with the skills necessary to be successful in their positions.** Investing in staff development helps them to be better in their roles, on their teams, and as leaders, and in turn leads to higher youth outcomes. When staff feel more capable at their jobs, and supported in their roles, they are less likely to leave.
- **Train staff on an ongoing basis.** Training should not be one-and-done. Training should be scaffolded to meet the needs of staff at every level.
- **Provide action and follow-up to promote integration of learnings.** Couple trainings with debrief to allow opportunity for teams to gather by site/team/department to more directly review how trainings apply to them and to focus on application and action in their area. Debriefs drive integration and accountability for translating learning into action.
- **Offer trainings in a pre-set schedule.** Schedule training offerings on a set schedule several weeks to months out so they can be prioritized in schedules. Trainings being consistently offered promotes commitment to ongoing learning and communications organizational priority to fulfill training requirements.
- **Make training more convenient for staff.** Offering trainings during the times that staff regularly work is the best way to reaching the intended target audience for trainings. Trainings offered at times inconvenient to staff can lessen meaningful participation in training, and therefore, reduced retention of key learning concepts that do not translate to integration of practice.