



INSTRUCTIONAL TECHNOLOGIES



MAKE TRAINING HAPPEN

The Time-Crunched Manager's Guide to Implementing Training

There's an old saying: "If you want something to get done, give it to a busy person." And the fleet wants to improve safety and training, so they gave it to you.

There are many ways you can get it done. Here's a few tips that help some of our most time-crunched managers deploy great training without giving up their evenings and weekends.

Build vs. Buy? Buy.

It's a question of time vs. money. To build out good training, you need a few things:

- Quality, engaging content
- Record-keeping system
- Easy-to-use admin and reporting tool

Which is great! You've got the cameras and stuntmen for instructional videos, a Master's degree in database engineering, and a passion for programming computer interfaces!

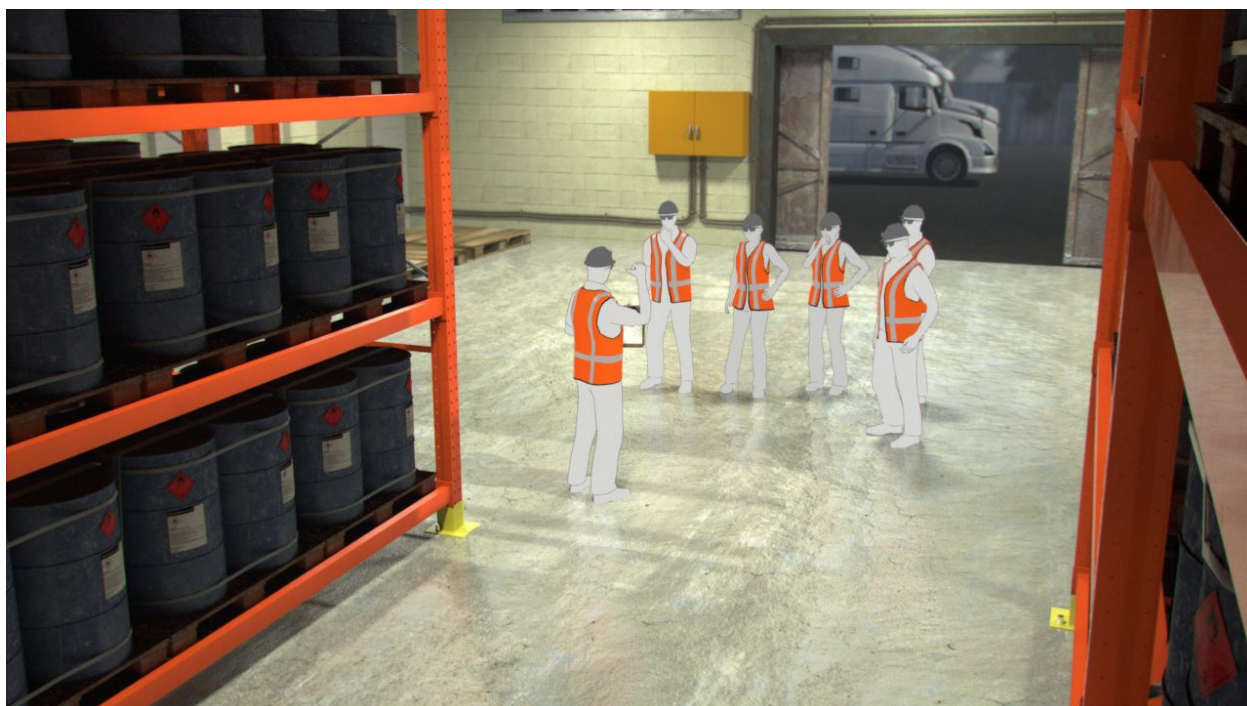
That was sarcasm, obviously. But you are really good at knowing the equipment and processes of your company. Mostly importantly, you know what your employees and contractors need for training.

So instead of trying to cobble together a training system yourself, work with a reputable and experienced vendor who has the content, record-keeping and admin system ready to go. Look for additional services like custom training development and smart enrollment for a high turnover industry like trucking and warehousing.



And if you have a lot of pieces of a training program — videos, quizzes or presentations you've made — a good vendor can work with you to pull those into their system.

Obviously, we're biased. This is the business we're in. The only time you might not want to go the buy route? If you're in a Fortune 100 company that already employs a 30-person training department dedicated to fleet operations. If so, drop us a line anyway! We love to talk shop.



In-Person or Online? Online (mostly).

Training done face-to-face can be time-consuming, expensive and loaded with inconsistent messages. But it's also one of the best ways to explain the nuances of equipment and processes. So what's a company to do? Use different training types for the right skills.

The biggest time-suck of all is getting everyone up to the same level. Once people understand the essential skills, in-person training becomes an effective and efficient use of time. Smart fleets and companies use online or computer-based training as that launch-point.

Most technology training and company-wide how-to explanations — like how to submit paperwork, sign up for health insurance, log hours, or put through maintenance requests — should be done with computer-based training. Computers excel at repeating and testing for understanding.

Another type of training that works well with computers: basic skills training. Examples here include things like Space Management, Defensive Driving or Pre-Trip Inspections.

After you get your people up to the same level, you should then reinforce this training with in-person training to focus on questions they may have. You can also discuss specifics of equipment, routes or company expectations.



One-Size-Fits-All or Customized? Both.

There's nothing more annoying to a driver than training on a topic they already know. And it's 2016 — there's no reason you have to have a one-size-fits-all approach. Assign winter driving to your people in Montana, and summer driving to your people in Florida.

If someone gets a ticket for speeding, assign Speed Management to just them, not everyone.

There are, however, exceptions. Many policies in your company must be followed by everyone. And some basic skills should be taught to new and inexperienced drivers or employees.

That's why PRO-TREAD lets you assign training to everyone, to groups of employees based on job function, location, or other factors, as well as to individual employees.

Simple or Full-Featured? Simple.

Our company has worked with busy fleet managers for 20 years, and we have a pretty good idea of how you'd prefer to spend your time. Is it monkeying around in a Learning Management System interface, figuring out how to upload PowerPoint slides and writing quiz logic? No. You just want to hand it off so you can focus on training.

Our busiest clients love the fact that they can just get on the phone with their account managers at ITI, have a conversation, and know that everything will be taken care of. You have a video you want added to a curriculum? You just send it to us, rather than fight an uploading system with a million boxes to check. You want to add a quiz? Just email us the questions and answers, and we'll take care of it.

That's not to say our system isn't powerful. It is. You can assign courses, manipulate groups, create custom reports, and lots more. PRO-TREAD is just easier to use.

Our busiest clients love the fact that they can just get on the phone with their account managers, have a conversation, and know we will take care of everything.

About Instructional Technologies, Inc.

Instructional Technologies is the No.1 provider of online training to the transportation industry through PRO-TREAD content and the Sentix training automation platform.

With a roster of more than 140 mastery-based training courses, PRO-TREAD blends engaging content with real-world how-to.

The Sentix automation platform lets companies streamline much of the day-to-day admin of an online training program. You can schedule assignments, pre-configure custom groups, and tie corrective training to other business systems like telematics or MVRs.

ITI also provides professional services to safety and training teams, including custom courses, manager training, and ROI consulting.

instructiontech.net

(360) 576-5976