How to Write an Attractive Training Program —— Taking the Green Rhyme Biological Engineering Group Manager Training Program Actual Combat as an Example

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Abstract: Training is an important content of enterprise human resource management, which is a purposeful, planned and step-by-step learning, its goal is to enable managers to master specific professional knowledge, working methods, skills, and improve their working attitudes and values, so that the potential of managers can be fully exerted, so that the performance of individuals and enterprises can be improved, and promote the development of individuals and organizations. For grassroots managers, as the front-line managers of the enterprise, about 60% of their employees are directly managed by them. One of the important bases for leaders to support training is the training program, how to write an attractive training program is a mandatory topic for every human resource management, this article will be from the training theme extraction, program logic concept, training safeguard measures several aspects to discuss, in order to enlighten the reader.

Keywords: Writing; Allure; Training Programmes

Introduction

The construction of talent echelon is one of the core tasks of the human resources department, to do a good job in the construction of talent echelon of course can not be separated from training, how to write a good training program is every human resource manager must learn skills, the author combined with the green Yun grassroots manager training program to develop practical examples, think that writing a good training program needs to work in the following aspects, in-depth analysis of training needs and components, and evaluate and improve the training program, its components include training objectives, determine trainees, Who is responsible for training, selection of training content, selection of dates, venue and equipment, training methods, etc[1].

1. Set the training theme skillfully

The author has received the training demand of Lvzhiyun Group. In recent years, the company has promoted a group of new grass-roots managers, which needs to develop a training plan around the ability dimension of managers. If you want to make your training program attractive, you must first give a good name of a theme to the training program. It is suggested to extract the theme words from three aspects: 1.1 Extract the theme words from the company's annual major events

Green Rhyme Group was established this year just 20 years, twenty years is a significant year for an enterprise, a lot of work in the company is launched around the 20 years of celebration. HR department, what do you use to celebrate the company's 20th birthday? For the company's future strategic goals to achieve the output of a combat effectiveness management team, is a luxurious birthday gift, so when the manager training theme words are extracted, we combined with the company's 20th anniversary of the celebration, named "string song twenty rhyme education and rise" [2]. 1.2 Extract the key words from the corporate culture

Such as an enterprise is the production of aircraft engine, engine is equivalent to the heart of the plane, the company advocates

"heart" culture throughout the year, just they have a group of new employees to training, so I will combine the company's "heart" culture, to the new employee training named "cast heart rookie yao sky", this theme is more artistic than "new employee training".

2. Set up the scheme logic skillfully

A good training program must have a logical main line to string up this content, so that the scheme can be systematic, rather than fragmented. It is suggested to follow the following two logic for design:

2.1 Time order

The whole plan should be described in sections according to the chronological order. For example, the three stages before training, during and after training, as shown in the following figure:

serial number	stage	Project content	Project objectives
1	Before training	(1) Do a good job in training publicity (teacher poster publicity, student group group, daily countdown, etc.)	Inspire the company leaders and students to pay attention to the training work
		(2) Confirmation of the training site, training facilities and equipment, training teaching assistants, training teachers, etc	Prepare the hardware and software conditions for the training
		(3) Training implementation rules	Develop action guidelines for the effective implementation of the training
2	In the training	(1) Training opening host	Warm up the field before the training, and create a good training atmosphere
		(2) The lecturer teaches "Official Document Writing Skills Training" at 9:00-12:00 a. m	Enhance the official document writing ability of cadres
3	After training	(1) Use the 531 action plan for knowledge review, and submit it to the Human Resources Department on next Monday	Help the students to complete the knowledge transfer
		(2) Department sharing, completed within one month	Help the students to practice their knowledge

2.2 Logical order

The whole program is designed according to the logic of "starting with results", that is, what results should be achieved in this training and which behaviors should be carried out backwards as the logical line of program design[3].

Taking the manager training program of Green Zhiyun as an example, after communication, Green Zhiyun Group hopes that through this training, managers can correctly understand themselves, understand their advantages and disadvantages in management ability, and improve their ability to lead a good team. Based on the above training objectives, I designed for them: the four results of knowing oneself-understanding - knowing people - directors are designed as the main axis, and the confidant allows students to objectively recognize themselves through assessment tools [1]; Through the practical exercise of comprehensive sand table, let the trainees know what are the responsibilities of management? Knowing people and directors, only by reading subordinates and doing the right thing can we bring out a team with combat effectiveness, the specific design is shown in the figure below:

stage	Project content	Projectobjectives and outcomes	Organization & Operations
bosom friend	"Assessment of Talent Traits of Management	ProjectObjective:Tohelp managersscientifically understandthemselves throughprofessional assessmenttools; Project Results: Talent Trait	1.Organize the test in advance; 2.Arrange the site well; 3.

	Team"	Evaluation Form and Expert Interpretation	Debug the facilities and equipment well; 4.Record the students' classroom performance in detail; 5.Field test at the end of the course; 6. The training supervisor commented on the whole day's learning situation; 7. Use the 531 action schedule to complete the knowledge review. 8.Half an hour before each course, the last course knowledge will be answered in the competition. There are two types of questions: required answer and optional answer.
Bright things	"Enterprise Comprehensive Operation Sandbox"	Project purpose: to help managers to fully understand the enterprise operation system; project results: (1) to draw the organization structure diagram; (2) to have a woodpecker plan to find out the areas to be improved in management.	
Recognize people	"Know people and lead the team"	Project objective: Improve the ability of managers to correctly recognize subordinates; project results: master the tools to identify subordinates; master the ability to conduct different management methods according to different situations	
director	"Plan Formulation and Target Achievement Management"	Project objective: to improve the ability of management plan making and process tracking management; project achievement: to master three tools of plan development; to master five methods of process tracking management	

3. Qiao presented the training guarantee

At present, the biggest confusion of enterprise training work is how to ensure the effect of training and how to let the leaders see the value of the investment. Therefore, the guarantee measures of the training effect in the training program is the important part. Combined with the training design of the green rhyme manager, it is suggested to start from the following aspects: 3.1 Process control measures should be specific

The first step is to establish a class group, select the class committee and group leader, and group PK mechanism through the whole training process; The second step is to combine online and offline supervision. Online start a day, a week, a book activity. Every morning at 7 o'clock in the group issued a professional concept of questions, such as, what is the law of diminishing labor margin? This extends the classroom teaching, weekly students will share according to the learning situation, the training supervisor will make online comments, and read a book together every month, such as the Green Rhyme manager training camp will focus on "Critical Moment" and "Six Thinking Cats". Offline courses adopt knowledge review, knowledge answer and expert comment activities, and strive to digest   of knowledge on the same day. The third step is the result report display. Students are required to combine what they have learned with the company's relevant rules and regulations, and present it in the form of a program, forcing students to study seriously, and to explore how to actively apply it[4]. 3.2 Train and supervise members to be professional

As the saying goes, training must be effective, teachers are the key, systems are guarantees, and culture is the soul. In addition to the high quality of the trainers, the ability to equip a teaching assistant supervision team with solid professional skills can definitely become the highlight of the program. For example, the training and supervision arranged by the manager training camp of Green Zhiyun are all consultants with middle and senior management experience and first-level human resource management certification, who have both good insight ability and professional evaluation ability, which has helped the training program to be favored by leaders.

3.3 Strive to energize the training results

For example, when a company does an internal trainer training program, it puts forward a goal of reducing the turnover rate of new employees by 5 points, and this program with quantitative results is the easiest to get support from leaders. In short, a good training program can stimulate the reviewer's reading enthusiasm if the title is attractive; Content focused on organizational goals can

stimulate reviewers' enthusiasm for investment; Detailed safeguards can win great support from reviewers!

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