

# 6 TOP TIPS TO MAXIMISE YOUR TRAINING BUDGET

## 1 PLAN AHEAD

Make sure you know what your training needs are at the beginning of the year and set budget aside to cover this.

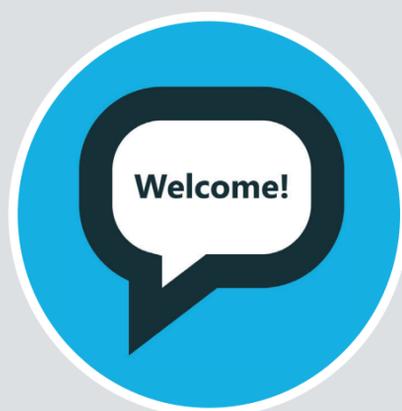


## 2 PRIORITISE NEEDS

Prioritise training needs. Conduct regular training audits to determine training and skills gaps within your workforce.

## 3 ONBOARDING

Consider onboarding. Have new employees complete online training ahead of their first day to help them get a feel of the company.

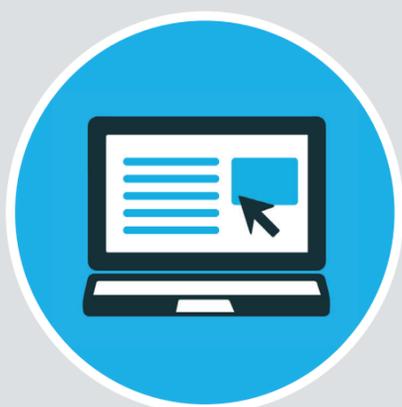


## 4 TRAINING AT HOME

Give staff access to training at home. Offer training incentives to staff to work from home to minimise disruption in the day whilst still monitoring and assessing training.

## 5 FUNDING OPTIONS

Ensure you take advantage of available funding. Make sure you've checked the various funding opportunities available to help develop and enhance employee skills.



## 6 ONLINE LEARNING

Try online learning. It's cost effective, time effective and can help you to easily track training progression.