



## **ABC of MN/ND Program for In-House Craft Training**

Congratulations! You are taking the next step in growing your workforce and ensuring you have qualified employees. A training program is not something that you can create overnight – it must be developed and fine-tuned over time.

ABC of MN/ND and its educational partner, the Construction Education Foundation of MN (CEF of MN) have developed this “how to” packet in hopes of guiding you in the right direction.

**This packet will not have all of answers but it will offer you the following:**

- Material lists and related cost estimates to setting up a training program
- Recordkeeping best practices and different multimedia suggestions of the common computer office products (Ex. Excel, PowerPoint, OpenOffice, etc.)
- Curriculum recommendations for both craft and safety training
- Funding stream ideas for both craft and management training
- Testimonials and best practice suggestions from companies who have seen first-hand how training can benefit an entire company

**Before you begin to setup any training program, you need to ask yourself several questions:**

- Do my employees gain enough knowledge while on the job? If not, where are they deficient?
- Am I struggling to find qualified workers? If so, what are they missing?
- Do I have internal staff that could assist with training?
- How much time do I have and do my employees have to dedicate to training?
- Why do I want to train my employees?
- What am I hoping to get out of this training program?
- Am I willing to spend money on training my craft and management staff?

A common concern with training ...

**What happens if I train them and they leave?**

A fair argument but think of it another way ...

**What happens if I don't train them and they stay?**

Questions? Please contact:

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