



Strategic HR Checklist:

How to build an effective L&D strategy



The workplace is evolving...

and so must our approach to learning and development (L&D). Whether you oversee compliance training, career progression or succession planning, a robust L&D strategy is crucial for engagement and growth.

Here's how to create or refine your strategy:



Step 1: Audit your current strategy

Start by understanding where you are today.

- 1. Review job descriptions:**
Identify key skills required for each role.
- 2. Spot skills gaps:**
Use performance data to pinpoint areas for improvement.
- 3. Evaluate training delivery methods:**
Determine which learning styles are being addressed.
- 4. Leverage feedback:**
Analyse insights from exit interviews and engagement surveys.

Step 2: Engage your team

Your team plays a pivotal role in shaping your L&D strategy.

- 1. Involve managers:**
Ensure they understand the benefits of an inclusive, mixed-methods approach.
- 2. Conduct a skills gap analysis:**
Compare self-assessments with managerial evaluations to gain clarity.
- 3. Clarify performance measures:**
Ensure employees understand how they're evaluated and how training can help.
- 4. Identify learning preferences:**
Use questionnaires to uncover learning styles and preferences.
- 5. Gather feedback:**
Ask what's working well and what can be improved.



Step 3:

Address team needs

Develop content that resonates and sticks with learners.

1. Create learning paths:

Offer phased content, progressing from basic overviews to detailed subject mastery.

2. Avoid information overload:

Spread learning over time with clear milestones.

3. Appeal to all learning styles:

Use a variety of methods, including eLearning, role-play, podcasts, storytelling and quizzes.

4. Be inclusive:

Ensure training is accessible for remote and hybrid workers.

5. Reinforce learning:

Combat the 'forget curve' by revisiting key concepts regularly, especially post-training.



Step 4:

Create a culture of continuous learning

Continuous learning keeps your team adaptable and engaged.

1. Leverage subject matter experts:

Encourage team members to share knowledge and skills.

2. Form learning cohorts:

Build communities of learners to collaborate and support each other.

3. Invest in tools:

Provide a learning hub or LMS for easy resource access.

4. Iterate and improve:

Regularly update content and methods based on feedback.

Step 5:

Measure the impact

Ensure your efforts are yielding results.

1. Reassess skills gaps:

Verify that training has closed identified gaps.

2. Create feedback loops:

Use surveys and evaluations to refine methods and content quality.

3. Track career progression:

Monitor internal promotions to measure success. Internal promotions boost engagement and reduce recruitment costs.



We're here to help

A modern, mixed-methods L&D approach is essential in today's diverse and multi-generational workforce.

By addressing varied learning styles and preferences, you can empower your team with the skills and knowledge they need to succeed.

Do you need help with your L&D strategy?

We can help you to design and deliver a tailored, effective plan.

Get in touch

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