



## Editing reference and training content

There are two main reasons why companies want to document their processes or positions:

1. Predictable periods of change and upheaval when a large number of workers become eligible for retirement. By definition, this means that the most experienced resources are leaving and being replaced by new workers;
2. The endless drive to increase performance and competitiveness. The competitive nature of the market and corporate strategic positioning often require a major effort to increase productivity.

The development of in-house training content completely meets these challenges.

The construction, development and deployment of a training/upgrading plan designed to increase the proficiency of current employees, or support the integration of new employees, is one of SIM's areas of expertise. The objectives of such an approach are to:

- Get the best from everyone;
- Set expectations for individual and team performance;
- Harmonize and standardize work methods by sharing best practices;
- Document working methods and record the know-how of the most experienced employees to reduce the effect of retirements;
- Define the scope of each position;
- Ensure better complementarity among the various positions;
- Balance workloads;
- Enhance the value of skilled trades and thus create a stronger sense of belonging.

Furthermore, designing training content involves:

- Grouping the skills to be covered that are similar in nature;
- Building the program in a way that ensures its continuation with minimal effort needed to update it (SIMatrice© [or SIMatrix©] concept);
- Ascertain the best teaching strategies according to the skills involved, the target audience, the company context, etc.;
- Set schedules and timelines that will enable both educational and strategic objectives to be met;
- Develop relevant and appropriate training material: manuals, videos, interactive tools, etc.

## Here are some pictures of examples

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