

# How to Build a Communications Team

Training

# What training does your team need?

1. Create an inventory of what skills you have.
2. Look at what types of projects you want to take on.
3. Identify the skills needed to complete those projects.
4. Compare the skills you have to the skills you need and identify who needs what type of training.
5. Who can share the training?

# Types of training

- Skills training
  - General and not tool-specific
  - Takes longer to learn and to teach
  - Requires practice
- Tools training
  - Specific
  - More quickly learned and taught
  - Immediate feedback
- Operating a table saw does not make you a carpenter.

# Where do you find training?

- Books
  - Readily available and affordable
  - Long consumption
- Videos
  - Available and more expensive
  - Quick consumption
- Webinars and seminars
  - Available and price varies
  - Material cannot usually be reviewed

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