

# Top Tips for Nurturing Talent

## 1 Aim to meet long-term strategic goals, as well as short-term needs

- It can sometimes be challenging to think beyond the day to day operations of your business, but effectively nurturing the talent in your organisation requires a long-term view.
- Set clear business objectives and build training and development into your long-term business plans.
- Plan for the future by ensuring that your business has the skills it needs to survive and thrive.

## 2 Assign realistic resource and budget

- It is important to be realistic about the level of resource and budget required and to factor this into business planning.
- However, focusing budget on nurturing the talent within your organisation rather recruiting from outside could prove more cost effective.

## 3 Tap into available funding

- It's easy to be put off implementing a training plan because of perceived costs, but **learndirect** Business offers both cost-effective training solutions, as well as access to government funding.
- Contact one of our advisors on **0800 101 901** to arrange an appointment with your nearest **learndirect** Business centre who will be able to advise on your staff's eligibility for funding.

## 4 Understand your employees' current skills and development needs

- Work with a training provider or Train to Gain skills broker, who can analyse your staff's training needs and develop a programme that meets the specific requirements of your business.
- **learndirect** Business can help with this, to speak to one of our advisors, call **0800 101 901**.

## 5 Introduce a process of ongoing performance and development review

- Ensure employees have specific objectives which are directly linked to your business plan.
- Identify any development areas that your employees will need to address in order to fulfil your business objectives.
- Review objectives/development areas during the year, at least bi-annually, to ensure that staff remain on track and any changes in the business plan can be reflected in their objectives.

**An example appraisal form template can be downloaded from [www.learndirect-business.co.uk/nurturingtalent](http://www.learndirect-business.co.uk/nurturingtalent)**

## 6 Empower your employees

- Setting objectives doesn't necessarily mean additional work for your managers.
- Empower your staff to develop their own objectives and identify their development needs to meet your business objectives, which can then be discussed and agreed with line managers.

## 7 Implement of range of development techniques

- Developing staff isn't just about sending them on a course. It can take many different forms including:

### Training

This could be e-learning, work-based or off-site, depending on the type of development needed.

### Mentoring

This is a partnership between two people usually working in a similar field or sharing similar experiences. A mentor will help the mentee to find the right direction and support their personal development.

### Coaching

Coaching relies on the ability to disseminate knowledge and motivate employees. If you/your staff would like to know more about coaching, our short online course Pass It On: Coaching Skills for Managers could help. For more information, go to [www.learndirect-business.com/business-courses/pass-it-on-coaching-skills-for-managers](http://www.learndirect-business.com/business-courses/pass-it-on-coaching-skills-for-managers)

### Job enrichment

Challenge your employees to develop themselves by giving them work that stretches them and takes them outside their comfort zone.

## 8 Take advantage of flexible training solutions that meet your business needs

- Training doesn't necessarily mean employees are 'away' on a course for days at a time.
- **learndirect** Business offers a wide range of cost effective training solutions that can fit around the working day and can be tailored to the particular needs of your business.

## 9 Don't let an economic downturn impact on staff development

- Training and development can be the first budget to be cut during an economic downturn, but continuous staff development is an important part of driving growth.
- Take advantage of the cost savings that nurturing talent can bring compared to recruiting externally to ensure that your business has the skills it needs to survive.
- Download the Nurturing Talent report to find out how Southwest Airlines trained its way out of a recession.