Top 5 tips for effective SAP® training

ABSOFT
SOLUTIONS FOR BUSINESS

Whether your company is new to SAP® or you've been using it for years, you will need to train your users. Your management needs to understand the full potential of your solution and your users need the right skills to accomplish their daily tasks. Training programmes can, however be hard to manage as the goal posts are constantly changing – people leave the organisation, systems evolve and knowledge lapses.

Scan me

SAP Gold Partner
™

1. Understand your business objectives

Wanting to train your staff is good - knowing what training will improve your business and help meet your business goals is even better. To undertake effective training, it is critical to pinpoint the areas where improving employee competency will directly impact on your organisational success. A reliable training provider will help with this by analysing your business processes and SAP system to identify bottlenecks and inefficiencies and then define a training programme to address this.

2. Involve your key people

There is often significant knowledge and material already available within your organisation. By involving your key people in the training programme - design, delivery and on-going refreshers - you can benefit from both the training and the knowledge growth of key people.

3. Make training applicable and practical

Be sure the training is specific to the workplace and to the jobs that your employees are doing. Training experts are quick to point out that the best way to learn SAP is by using it to perform transactions as you would on the job so as well as classroom training, you might consider implementing on-the-job training.

4. Get feedback

To ensure your training requirements are being met it is essential to gather feedback. The training company you use should survey employees immediately after the training to assess how well they liked the course and the trainer, how well the training met their needs, whether the materials and length of the sessions were appropriate and so on.

5. Measure performance improvements and maintain these

It is easy to think "that's everyone trained now" and then move onto other areas. In reality of course training is an on-going process – people leave the organisation, systems evolve and knowledge lapses. By implementing key performance indicators (KPIs) and measuring performance improvements, it is easy to identify where refresher training is required that keeps your business operating at its most optimum. It is best practice to provide recurring refresher training and to include successful completion of this as part of an employee's annual evaluation.