



Mineral



Question of the Week

May 1, 2024

Question

We are looking to implement formal training programs. What types of training would you recommend we have for all employees?

ANSWER

Employee training is going to vary from industry to industry, but there are some types of training we recommend for all employers:

- **Harassment prevention training** explains what harassment is and how to avoid it, how to recognize inappropriate and unlawful behavior, and what the proper channels are for reporting concerns. Harassment prevention training is required in certain cities and states.
- **Workplace safety training** helps ensure that everyone understands the importance of a safe working environment, how to maintain a safe environment, and what to do in the event of an emergency.
- **Cyber-security training** helps protect company data from cyber threats. It teaches employees how to implement practices like strong passwords, how to recognize threats like phishing emails, and what to do in the event of a security breach. It's a good training to conduct regularly as threats evolve and new practices become necessary.
- **Job-specific training** ensures that each employee has the necessary skills and knowledge to perform their tasks safely and effectively.
- **Personal and professional development programs** focus on improving skills, facilitating career advancement, and preparing employees for future openings and roles in the company.
- **Leadership and management training** is a good idea for everyone in or going into a leadership role. This training covers essential

leadership skills like effective communication, decision-making, performance management, aligning individual and team goals, and delegation.

This Q&A does not constitute legal advice and does not address state or local law.