

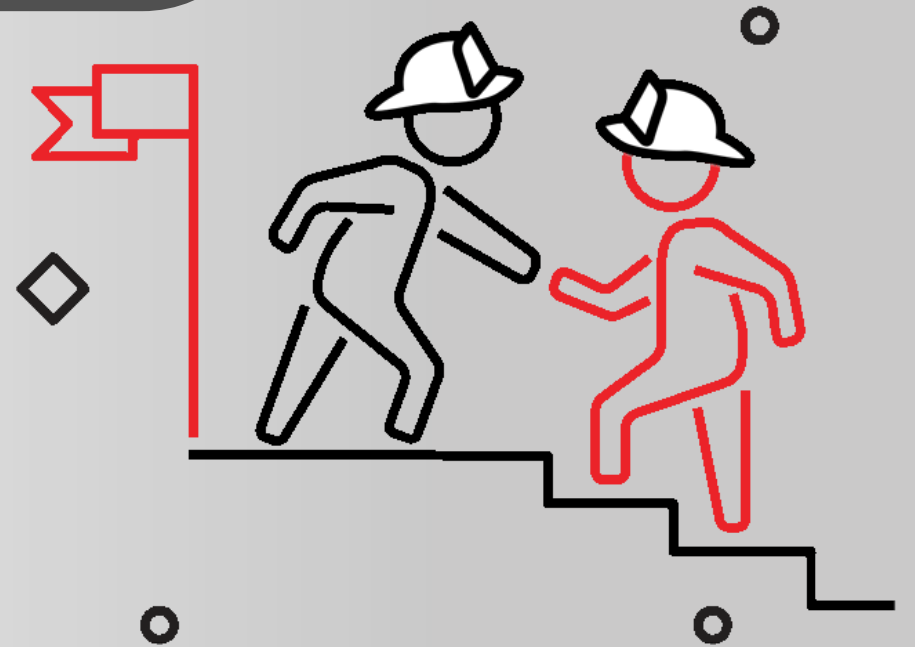
5 Considerations for Creating Annual Training Programs

by Fire Engineering Training



1. CREATE A STRONG ONBOARDING PROCESS

First, make sure that your new hires know what steps to take to get up to speed quickly. Partner with HR to collect all onboarding documents, along with any required SOPs or SOGs that they need to be familiar with. By having these in one location HR can easily track completion.

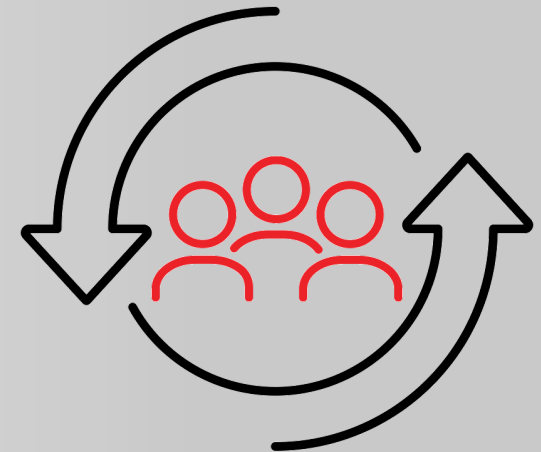


A STRONG ONBOARDING PROCESS GOES A LONG WAY WITH RETENTION.

2. IDENTIFY YOUR PERSONNEL-SPECIFIC TRAINING NEEDS

Now, think about your personnel.

- How much experience do they have?
- What are the licensure levels and certifications they hold?
- Is there a skills gap in your staff you need to fill?
- Are you looking to develop your next generation of leaders?
- Is everyone up to date with new technology and changing standards in the industry?



THESE QUESTIONS WILL HELP YOU ADDRESS THE TRAINING NEEDS WITHIN **YOUR DEPARTMENT.**

3. PREPARING FOR YOUR NEXT ISO AUDIT?

After reviewing ISO training requirements, **plan and schedule your activities for the year ahead.** This way you can make sure your training aligns with the required ISO hours and that there are no surprise gaps at the end of the year.

Set standard tracking for all training activities and the ISO requirement(s) they meet. This will make reporting on each category (such as Company Training, Officer Training, Driver Training, and more) much easier when the time comes.



4. DON'T FORGET ABOUT EMS RECERTIFICATIONS

All EMS-certified personnel have state and/or National EMS recertification requirements they need to complete to stay active on the job.

Begin by **confirming** what the **recertification requirements and deadlines** are with the relevant national or state authorities in your area.

Then, **provide resources and training opportunities** for them to meet these requirements on time. Create a standard way to track progress so that reporting for your whole staff is efficient.

Finally, ensure your personnel knows who is responsible for reporting course completions to the accrediting entities so their licenses remain active.



5. LEAN ON TRUSTED SOURCES FOR TRAINING OPPORTUNITIES

You don't always have to be the one to create training. Connect with your state fire authorities and other regional partners (such as your state fire marshal, or any organizations dedicated to professional development) to see what training opportunities your department could be participating in.

These types of resources can connect you to materials and opportunities that you won't have to build yourself and can help you provide meaningful training for your personnel.

Finally, don't forget to track this alongside your in-house training activities.



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