



## GPS - 3 Steps to Effectively Train Someone Up

Hello, this is Andrew from Growth and Profit Solutions, welcome.

If you're looking to get somebody to do some work for you, you need to train them up in the particular tasks that you're looking for help with.

To do this, I'd like to share with you really 3 key steps that you need to take to delegate effectively:

1. *Start with the end in mind* - what is the outcomes that you are looking for them to achieve? What tasks will they need to do in order to make this happen if they're done successfully and properly. Be clear and specific, and include measures to gauge success.
2. *Write out the main steps involved in the delegated work* - just get a whole bunch of post-it notes and write out each of the main steps involved in completing that task.
  - a. Once you've done that, then make sure that you put them in the right order from beginning to finish.
  - b. Making sure that along the way, there's a good logical flow, that you've got the right number of steps and that you don't put in too many steps or make it too complicated. It needs to be straightforward and understandable for anyone who was to see for the first time, with no prior knowledge.
3. *Create checkpoints* – this allows the individual who is doing the work for you to pause, review what they've done with you and rest as necessary. This allows you to pick up mistakes and misunderstandings early.
4. *Document it* – this is your bonus step. Make it easy to understand and use the document to guide people as they do the work. Flowcharts often work best.

Now, if you're giving new work to someone to do, and they haven't done it before, they're not always going to be able to do it right first time, or how you might want to or expect it to be done.

So, the checkpoints embedded in the process are key. They prevent mistakes from only being discovered at the end and allow you to deal with them earlier and more easily.

So, remember, these are the four steps:

1. Start with the end in mind.
2. Brainstorm and simplify the process and then lay it out.
3. Build in checkpoints



4. Document the work in a simple, easy to read and understand flowchart.

If you found this useful, then come and join us in our Facebook group, the Growth and Profit Dojo for business owners and leaders looking to grow their business and you can find more useful tools, tips and techniques. Just [click here](#), and make sure you answer all 3 questions to get in! 😊.

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