

How to Build a Training

This book should be used as a reference when we are creating a training document.

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Start Here

1. Define the Outcome First (Not the Steps)

Before showing them how to click anything, define:

- What does “done” look like?
- What does “good” look like?
- What mistakes are unacceptable?
- What is the measurable standard? (time, accuracy, format, deliverable)

If you're training someone on LiDAR classification, for example:

- Final deliverable: classified LAS, ground surface model, contour layer, QC report.
- Quality standard: no bridges classified as ground, minimal noise, correct coordinate system.

People perform better when they understand the **why and the finish line**.

2. Show the Full Process Once (No Interruptions)

Walk through the entire workflow in real time:

- Explain what you're doing
- Explain why you're doing it
- Explain common mistakes

This should feel like a screen-recorded masterclass.

Even better:

- Record it (Loom or similar)
- Store it in your company wiki

This becomes your baseline training asset.

3. Guided Replication (You Watch)

Now they do it.

You do not touch the mouse.

You do not take control.

You coach verbally:

- “Why are you clicking that?”
- “What are you checking before exporting?”
- “What could go wrong here?”

This reveals whether they are:

- Following steps blindly
- Or actually understanding the workflow

4. Independent Execution + Review

Give them:

- A real but lower-risk project
- A clear deadline
- A written checklist

Then review their output against:

- Technical accuracy
- File structure standards
- Naming conventions
- Efficiency

Your review feedback should be structured:

- What went well
- What needs correction
- What is a recurring habit

5. Build a Repeatable System (Not Just a Trained Person)

This is important in our company:

Don't train a person.

Build a system that trains people.

Every computer-based task should have:

- Written SOP

- Screen recording
- Checklist
- QA checklist
- Example “gold standard” output files

That way:

- Future hires train faster
- Standards remain consistent
- You’re not the bottleneck