

CODE YOUR TRAINING

Dr. Tony Miller Coding System

IHIHT In-House – Inhouse Trainer	IHET In-House – External Trainer	Ext External	Ed Education
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DELIVERY

C 80% Corporate	D 15% Department	T 4% Team	I 1% Individual
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TYPE

Re Revenue	Co Cost	CC Customer/Culture	R Regeneration
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FOCUS

E 97% Essential	V >2% Value Added	N <1% Not Sure
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PRIORITY

Example:

You have done TNA and have a need to do breathing apparatus training which is an essential HSE and legal requirement. This would be coded as follows:

Breathing apparatus training IHIHT C Co E

It is a corporate requirement, it is done to minimise accidents which are a cost, it is essential as it is a legal requirement.

By coding all training it makes building budgets easy and having predetermined priority codes it solves the problem of “What’s the real priority” or “what should we spend a limited budget on?”