



de **Asra**

Powering Businesses. Creating Jobs.



Training & Retention Do's and Don'ts

Generated on : 29-January-2026

Need assistance? Reach out to our team

Contact us on :  **+91 93730 35540**

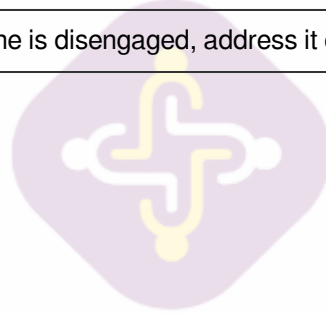
We work from Monday to Friday 10 a.m to 6 p.m

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	Do's
	Task
<input type="checkbox"/>	Create a Simple Training Plan : Outline key steps and topics to cover in the first few weeks.
<input type="checkbox"/>	Clarify Job Roles : clearly define responsibilities and expectations from day one.
<input type="checkbox"/>	Encourage Learning by Doing : Let new hires learn by observing and practicing tasks.
<input type="checkbox"/>	Assign a Mentor or Buddy : Give them someone reliable to guide and support early on.
<input type="checkbox"/>	Reinforce Key Lessons : repeat important points over time to build consistency.
<input type="checkbox"/>	Give Timely Feedback : Correct errors early and acknowledge good efforts.
<input type="checkbox"/>	Keep Training Interactive : Ask questions and encourage discussions during training.
<input type="checkbox"/>	Recognize Small Wins : Show appreciation for progress to boost morale.
<input type="checkbox"/>	Invest Time in Early Days : be available and attentive during the first 30 days.
<input type="checkbox"/>	Offer Learning Opportunities : Provide skill-building tasks to avoid boredom.

	Don'ts
	Task
<input type="checkbox"/>	Assume Prior Knowledge : even experienced staff need to learn your way of working.
<input type="checkbox"/>	Depend Entirely on Old Staff : Ensure new hires get the right and consistent guidance.
<input type="checkbox"/>	Overwhelm on Day One : Break learning into smaller, manageable steps.
<input type="checkbox"/>	Stick to One Teaching Style : Adapt based on how each person learns best.
<input type="checkbox"/>	Ignore Soft Skills : Train for teamwork, attitude, and communication too.
<input type="checkbox"/>	Skip Tracking Progress :Set small goals and check learning regularly.
<input type="checkbox"/>	Skip Tracking Progress :Set small goals and check learning regularly.
<input type="checkbox"/>	Stop Training Too Soon : keep teaching even after the first month.
<input type="checkbox"/>	Avoid Exit Feedback : Ask why someone left to improve your approach.
<input type="checkbox"/>	Rely Only on Verbal Instructions : Use checklists or written guides where possible.
<input type="checkbox"/>	Ignore Signs of Disinterest : If someone is disengaged, address it quickly.



Thank you so much for choosing our checklist!
We genuinely hope it becomes your guiding star on your
exciting journey into the world of entrepreneurship.



Wish you All the Best for your journey! 

Should you require any further assistance,
please feel free to reach out, and we will be
delighted to assist you!

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