

On-Job Trainer (Facilitation Skills for SME's)

The On-Job trainer course is designed to support people who have a responsibility for passing on workplace knowledge and developing skills, often on-the-job. Typically this may include subject matter experts and line managers who need to develop the practical skills of training adult learners.



Learning Outcomes

By the end of this course participants will be able to:

- Describe key adult learning principles and their implications on planning and delivery
- Design specific and measurable performance objectives for a session
- Complete task analysis breakdowns
- Consider different learning styles in the planning and delivery stages
- Plan training sessions using the TIPS model
- Build rapport with adult learners
- Explore techniques for one-to-one and small group instruction
- Give and receive balanced feedback to promote learning and ownership

Day 2 is highly practical where each participant has planned and will deliver 15-20 minute training sessions on their chosen topics.

Constructive feedback is given on planning and delivery techniques.

2017 course dates negotiable

April
July
October

To arrange a course
email: info@leadingedgetraining.co.nz
or phone Allan on 09 4100545

Course Content

Unit 1 Setting the scene

- Your learning goals
- Learning guidelines
- Adult Learning Principles • Defining a good trainer

Unit 2 Preparing for training

- Giving training a purpose with TNA
- Writing Performance Objectives
- Formative and Summative Assessment • Task Analysis
- Writing Session Plans

Unit 3 Considering the learner

- Learning Styles
- Barriers to Learning
- Creating a Positive Learning Environment • Building Rapport
- Motivating the Learner

Unit 4 Implementing training

- Explaining and Demonstrating Well
- Asking Quality Questions

Unit 5 Putting Skills into practice

An opportunity to practice the new skills. For 20 minutes participants will train a 'buddy' on a simple task

Unit 6 Evaluating if training was effective

- What is Evaluation
- How and why evaluation is important • How do we evaluate
- Completing paperwork