

## 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 preferences 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.

# 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 Preferences
- 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 one or two people on a simple process and/or knowledge based topic.

## **Unit 6 Evaluating if training was effective**

- What is Evaluation
- How and why evaluation is important • How do we evaluate training effectiveness?