

# 'ON THE JOB' TRAINER - INSTRUCTIONAL TECHNIQUES



## Module One - Introduction

- ▶ The Role and Skills of an 'On the Job' Trainer
- ▶ The 'On the Job' Instructional Process
- ▶ Prepare, Tell, Show, Do, Review
- ▶ Task Shadowing

## Module Two - Learning Principles

- ▶ What is a Learning Intervention?
- ▶ The Importance of the Training Cycle
- ▶ Assessing Existing Skills
- ▶ Setting SMART Objectives to Transfer Skills & Knowledge
- ▶ People Learn Differently:
- ▶ Matching People to the Right Approach
- ▶ Applying Learning to Practical Tasks
- ▶ Motivating the Self Learning Process

## Module Three - Structuring & Delivering Learning

- ▶ Instructing in Practical Situations
- ▶ Providing Guidance on Undertaking New Tasks
- ▶ Identifying Unrecognised Actions
- ▶ Recognising Assumptive Knowledge
- ▶ Imparting Knowledge in Manageable 'Bite Sized' Chunks
- ▶ Understanding 'Passed on' Learning
- ▶ Using Different Methods to Engage the Trainee
- ▶ Using Questioning to Impart Knowledge & Transfer Skills
- ▶ Dealing Confidently with a Range of People and Situations

## Module Four - Measuring Learning

- ▶ Checking & Evidencing Understanding
- ▶ Observation Checklists
- ▶ Measuring the Success of Practical Tasks
- ▶ Using the Learning Ladder to Check Attainment
- ▶ Providing Constructive Feedback to Trainees

**Duration: 2 Days**

**Price Per Course: £2,495**  
(On-Site at Customer Premises)

### Background:

The process of imparting knowledge and passing on practical skills required for operating equipment and machinery in the workplace needs a different approach to other types learning. This course aims to provide delegates with a step by step approach for ensuring people have the required knowledge and confidence to tackle now tasks in an operational environment.

### Learning Outcomes:

By the end of the course delegates will be able to:

- ▶ Explain why & how people learn differently and match learning approaches to different people.
- ▶ Set out clear, measurable objectives for training and coaching.
- ▶ Prepare and deliver skills and knowledge based training in the workplace.
- ▶ Use clear instruction and coaching tools to facilitate on the job learning
- ▶ Assess and review progress in relation to specific tasks
- ▶ Give positive and constructive feedback whilst coaching and training.