

PURPOSE

To provide the skills, attitudes and knowledge required to deliver effective on job training sessions.

STRUCTURE

Participants spend a day learning the fundamentals of effective on job training. They then spend a week preparing an on job training session before returning to deliver it to fellow participants. Finally, participants receive a written development plan on areas of strength and further development.

KEY CONTENT

How people learn

- > Brain basics
- > Learning styles
- > How people acquire and process information

Stages of learning

- > Factors that influence performance
- > Ability and willingness

On job training skills

- > Communicating clearly
- > Questions that teach
- > Giving feedback
- > Structuring effective sessions
- > Maximising recall
- > The six step method of instruction

Presentation Practice

- > Delivering one 30 minute presentation with full feedback

General feedback session

- > Individual evaluations by course facilitator
- > Personal action plans

MAXIMUM PEOPLE

Due to the interactive nature of the programme a maximum of 7 people can attend.

INVESTMENT

To be confirmed

**Fundamental
skills and
knowledge**

**Deliver a training
session to
participants**

**Receive personal
feedback and
development
plan**