

TRAINING TECHNIQUES

Introduction:

A well-trained, competent workforce is not only an asset to an organisation but, in many cases, is also a legal requirement. Often, the most effective way of achieving this is by using existing staff to train employees

Objective:

The aim of this programme is to provide delegates with sufficient information to help them to develop skills to prepare and deliver effective training sessions. The programme is highly participative requiring delegates to involve themselves in individual and group activities including the preparation and presentation of training sessions.

Programme Synopsis:

- Introduction
- Objectives
- Definition of Instruction
- Aims of Instruction
- The Process of Learning
- Adult Learning
- Learning and Retention
- Ability or Motivation?
- Levels of Competence
- Electricians Knot – Group Exercise
- The Four Stages of Instruction
- Task Analysis
- Main Steps and Key Points
- Picture Book Example
- Preparing to Train
- Effective Communication
- Body Language
- Good Questioning Skills
- Internal and External Barriers to Communication
- Coaching Skills
- Continuous Improvement
- Running Training Sessions
- The Six S's
- Evaluating Learning
- Printers Box – Group Exercise
- Practical Individual Instruction Exercise
- Preparation
- Individual Feedback
- Course Review

Duration: Two (2) Days

Course Code: TSCTT

Certification: Training Solutions 2000