



## Course Profile The Workplace Trainer

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### Two Day Workshop

#### Who will benefit:

Anyone who is responsible for on the job, one-to-one or small group occupational training, whether the training be manual, operational or sales-based.

#### Objectives:

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

- ☺ Recognise the role of the work-based trainer in context of the overall Training Strategy and Planning of an organisation
- ☺ Carry out an occupational Job/Task/Fault analysis
- ☺ State how and why people learn
- ☺ Produce an Occupational Training Programme, detailing learning objectives and outcomes required
- ☺ Overcome barriers to learning
- ☺ Prepare, deliver and evaluate an occupational training session
- ☺ Assess learners training outcomes against objectives
- ☺ Provide learners with constructive feedback
- ☺ Evaluate Occupational Training Programmes against objectives



### **Module One - First practical session**

- Participants deliver a pre-prepared short training session

### **Module Two – Training within an organisation**

- The need for, and benefits of, training to an organisation
- Levels of Training Needs Analysis
- Occupational Training Needs Analysis
- Role and importance of the work-based trainer
- Training infrastructure and trainer networks

### **Module Three – Preparing to train**

- Importance of preparation
- What to prepare
- Reviewing SOPs
- Setting training objectives
- Standards of performance
- Assessment Methods
- Job / Task / Fault Analysis
- Sequencing teaching points
- Competency levels
- Training Checklists
- The training process

### **Module Four - How and why people learn**

- Why people learn
- How people learn
- The learning curve and cycle
- Motivation in the learning process
- Overcoming barriers to learning

### **Module Five – The effective work-based trainer**

- Skills, knowledge and personal attributes
- Principles of two-way communication
- Effective questioning skills



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- Active listening
- Body language

#### **Module Six – Delivering the training**

- The process of training
- Whole – part – whole
- Bite-sized “chunks”
- Reviewing the outcomes
- Giving effective feedback

#### **Module Seven - Assessment and evaluation**

- Assessment and evaluation methods
- Assessing the learner’s performance
- Evaluating the success of the training

#### **Module Eight - Second practical session**

- Participants deliver a second training session