

Instructional Skills for the Workplace

INTRODUCTION

This practical course is designed to equip delegates with the skills of training others, be it on a 'one to one' basis, or small group situation. Delegates will explore how other people learn and understand the barriers to learning. They will prepare for training in a logical way, deliver effective training sessions and develop personal confidence.

All delegates are requested to prepare a work-related subject/item for delivery within the course.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Demonstrated** their understanding of the skills required to be an Instructor
- **Identified** how and why people learn
- **Practised** writing a training action plan
- **Demonstrated** their ability to instruct
- **Practised** dealing with questions from 'trainees'
- **Practised** questioning techniques to check learning
- **Demonstrated** giving feedback to 'trainees'

COURSE DURATION: 1 Day Course

COURSE CONTENTS

Introduction

Course content

Individual objectives

The Skills of an Instructor

What skills does a trainer need?

Communication skills - *Practical exercises*

Why and How do People Learn

Motivation for Learning

Job Instruction

The key steps of job instruction

Writing a training action plan

Preparing to instruct - breaking down the job

Practical Exercises

Preparation time

Job instruction in action

Personal Development Action Plans

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