

Understanding Training & Coaching in the workplace

INTRODUCTION

This course will help individuals identify when training is appropriate in the workplace & help to work out the best method to address a development need by identifying a range of learning styles and how these work for individuals

COURSE OBJECTIVES

- By the end of the course, delegates will:
- Understand how to provide effective training appropriate to the work place
- Know how to coach individuals within the business
- Identify different training techniques for different individuals and coach them within the organisation

COURSE DURATION: 1 Day Course

Equivalent to ILM Level 3 unit
Value of 2 Credits



COURSE CONTENTS

Understand different learning styles and training techniques which are appropriate in the work place

How different learning styles can assist when training individuals in the workplace

Methods of evaluating the effectiveness of training

Maintaining training records

Identify coaching needs for individuals in the workplace

How to plan and coach in the workplace

Personal Development Action Plan

Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered

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