

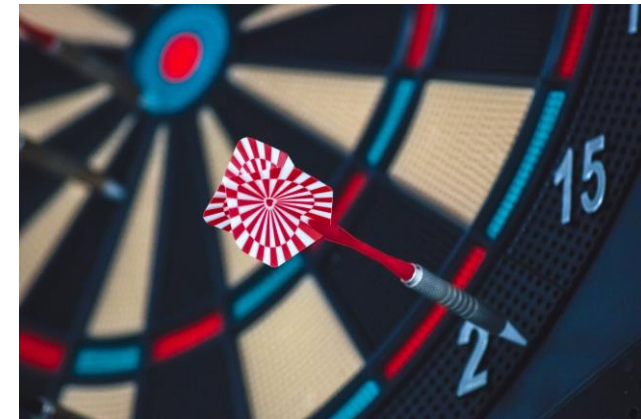


**Deliver on-the-
job Training**

Deliver on-the-job Training

By the end of the Power Hour you will be able to:

- Explain why and how people learn
- Describe a model for delivering on-the-job training
- Explain the skills and procedures involved in each stage of the model.



WHY do People Learn?



Why People Learn

Context

Help them to understand...

- the benefits it will bring for them or others
- how the task fits in to the larger operation
- the consequences of not doing it, or doing it wrong

Motivation



'Towards'

- personal satisfaction
- status
- perceived reward
- recognition
- curiosity



'Away From'

- to keep your job
- to stop being the worst
- to avoid injury
- to avoid being punished
- to avoid penalties

What would be the WORST one-to-one Training Session be like?



Preparing a Training Session



The Session Itself

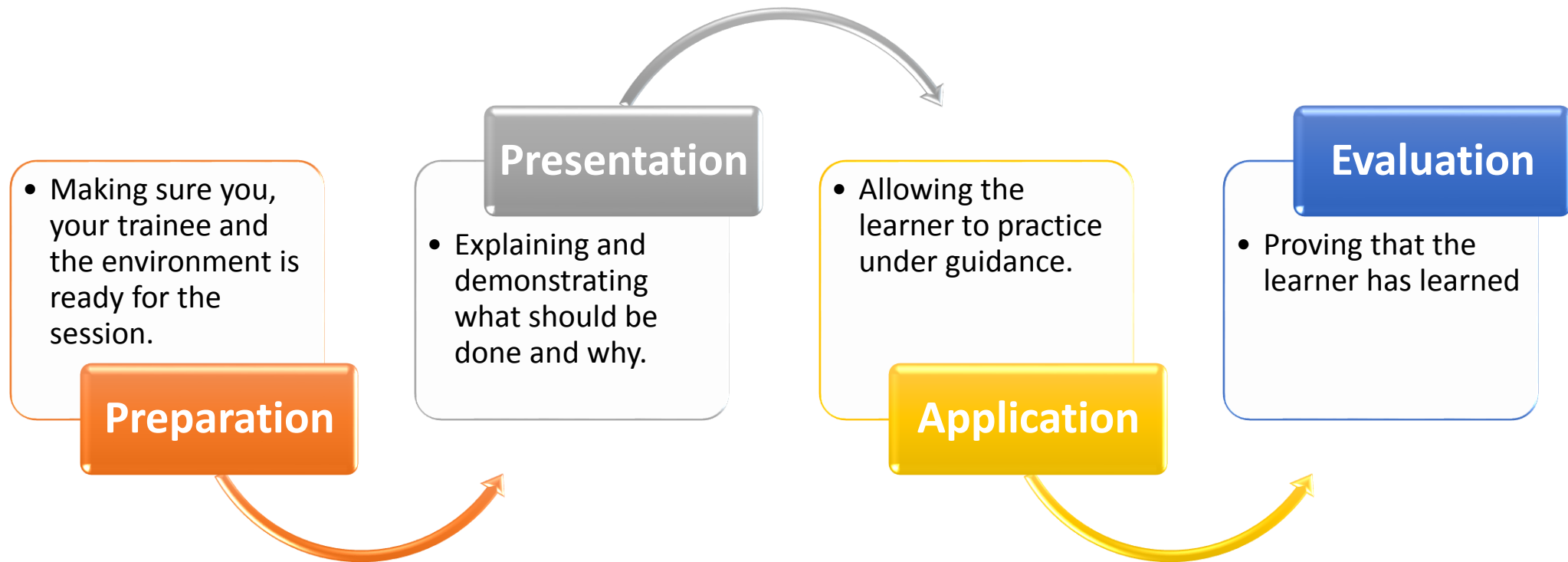


Equipment and
Materials



The Trainee

The One-to-One Training Model



Preparation



- Give a context
- Provide an incentive
- Prepare the session
- Prepare equipment
- Prepare the trainee

Presentation



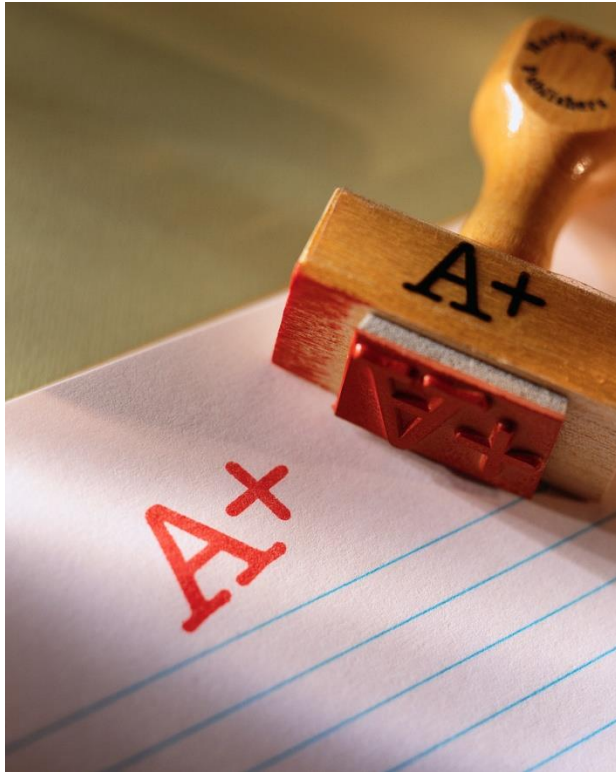
- Break learning down into chunks
- Explain each stage
- Demonstrate each stage
- Use questions to check understanding

Application



- Practice one chunk at a time
- Encourage the trainee
- Provide clear and specific feedback
- Congratulate at the end

Evaluation



- Allow the trainee to demonstrate the task from start to finish
- Check that it has been carried out correctly and to the required standard
- Check knowledge with questions
- Provide feedback and congratulations
- Continue to monitor 'on the job'

Make it Work at Work

What are you going
to **DO** as a result of
this Power Hour
Session?





Thank You
&
Good Luck