



Deliver on-the-job Training

WHY People Learn

Context

Help them to understand...

- the benefits it will it 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

Preparing a One-to-One Training Session



The Session Itself:

- What will be covered (learning objectives), why context)
- How it will benefit the trainee (incentive)
- •What exactly will happen, where and for how long
- Who will be involved (just themselves and the trainee, or will others be required?)

Equipment and Materials

- Collation of SOPs, manuals or other training aids
- Obtaining and checking all necessary equipment
- What safety equipment/PPE is required, and does the trainee have it?

The Trainee

- Do they know where to be, and at what time and if they need to bring anything with them?
- •Do they know the purpose of the training session?
- Have you found out what they know already?
- Do they have any special requirements?

www.power-hour.co.uk Page 1





A 4-Step Process for Delivering On-the-Job Training

1. PREPARATION

To get the most out of training



Give a context

Provide an incentive

Prepare the session

Prepare equipment

Prepare the trainee



2. PRESENTATION

To show the trainee what is required, and the standards that must be achieved



Break learning down into chunks

Explain each stage

Demonstrate each stage

Use questions to check understanding



3. APPLICATION

To allow the trainee to have a go for themselves and practice until they can complete the activity satisfactorily



Practice one chunk at a time

Encourage the trainee

Provide clear and specific feedback

Congratulate at the end



4. EVALUATION

To check that the trainee can perform the task unaided, and that learning is complete.



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'

Following this process will help trainees to work around the 'Conscious Competence' Cycle.

Unconscious Conscious Competence

Conscious Incompetence

Conscious Competence

<u>www.power-hour.co.uk</u> Page 2