



Deliver on-the-job Training

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

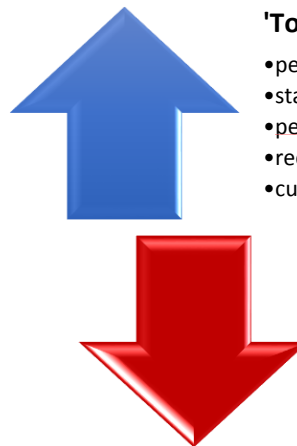
Motivation

'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



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?

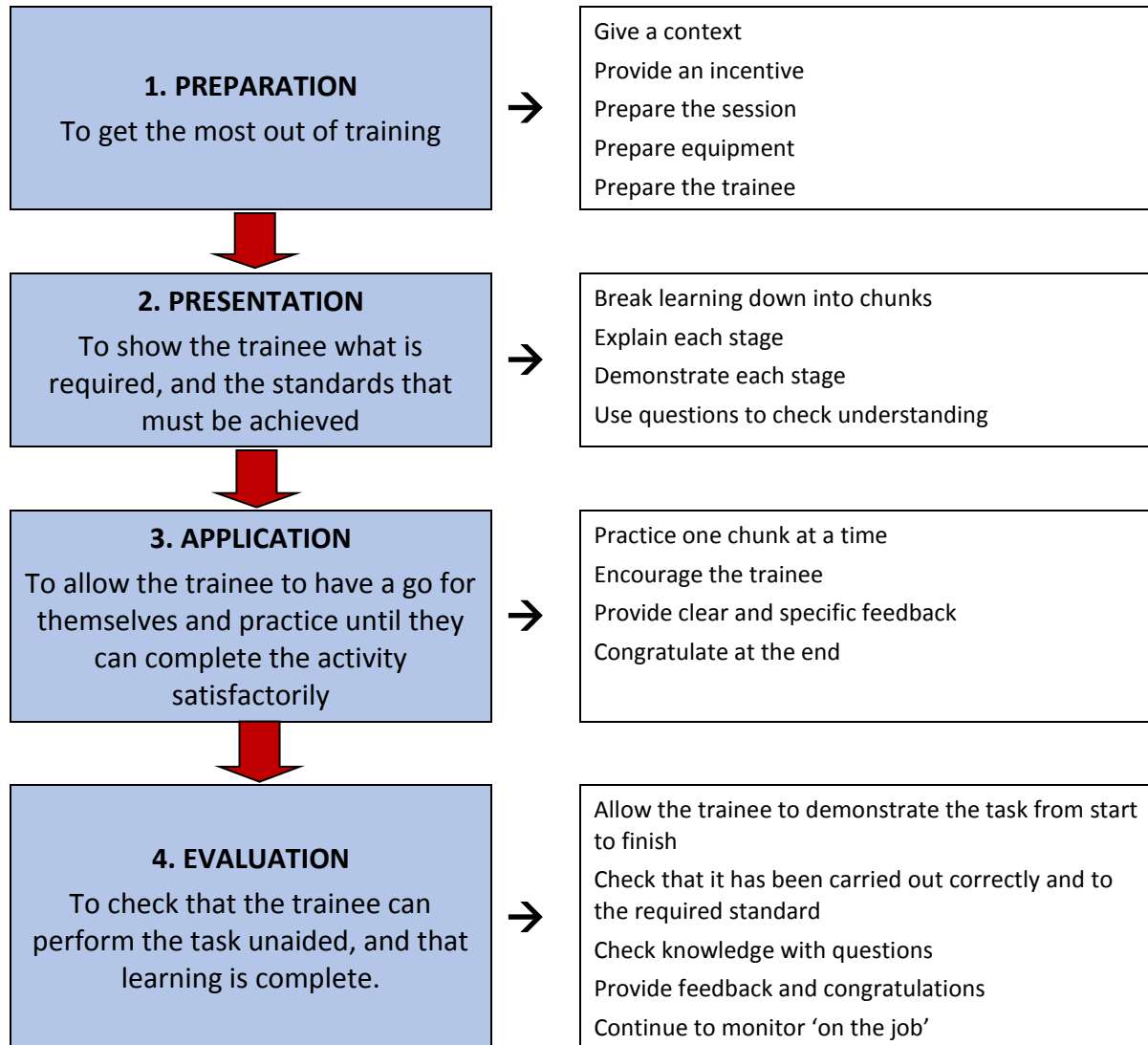


The Trainee

- 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?



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



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

