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# Training Skills for Trainers

## ***Purpose***

The purpose is to develop trainers to conduct effective SOP and job skills training at their plant.

## ***Objectives***

At the completion of the class, students will be able to:

- State the three learning styles
- Distinguish between cognitive behaviour and psychomotor skills
- Write a cognitive objective
- Write a psychomotor objective
- Describe three ways to assess learning
- Demonstrate effective presentation skills
- Create a story to sustain learner interest
- Demonstrate effective coaching
- Create discussion facilitating questions
- Manage classroom behaviours.
- State to properly use a lesson plan

## ***Prerequisite***

None

## ***Who should attend this class?***

This class is suited for anyone who is responsible for training others.

## ***About the class***

1. Students use class activities to practice the skills taught.
2. The optional final exam is approximately 20 questions.
3. Each student receives a student guide containing a representation of the program's slides and graphics with space provided for note taking.
4. This class can accommodate up to 25 people.
5. Duration: 8 hours.

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## Topics Covered

### Introduction

1. Overview of training
2. **Activity:** *Procedure Assessment*

### Adult Learning

1. Fundamentals
2. Program design
3. Learning taxonomies
4. **Activity:** *Learning Taxonomies*

### Goals and Objectives

1. Competencies
2. Goals and objectives
3. Elements of a goal
4. Terms
5. **Activity:** *Goals and Objectives*

### Program Design

1. Six steps
2. Define the task
3. Planning the training
4. Introduction
5. Purpose
6. Objectives
7. Flow charts
8. **Activity:** *Flow Chart*
9. Training structure
10. Media
11. Delivery
12. Materials development
13. Assessment

### Effective Presentations

1. The training environment
2. Using your body as a training element
3. Communication
4. Presentation versus OJT
5. **Activity:** *Presentation*

### OJT and Coaching

1. Overview
2. Successive approximations
3. Coaching elements: basic and advanced
4. Feedback
5. **Activity:** *Coaching*

### Facilitating Discussions

1. Questions
2. Triggers to opening discussions
3. Types of questions
4. Responding to questions
5. **Activity:** *Developing discussion questions*

### Storytelling

1. Why use stories
2. Creating interesting stories
3. Linking the story to the learning

### Managing Disruptive Behavior in the class and in OJT training

### Wrap up

**This class is always customized to reflect the specific needs of the site. Class us to discuss the details in more detail.**