Info Sheet – Setting up Training Programs

Ensure that you have an objective that you want to achieve out of your training program. Make it as specific as possible.

Different Styles of Training

On Job Training, this is the best time to train someone as you can catch them when something is going wrong. However it is more important to catch them doing it right. Always encourage and reward them.

External Training, Use rarely

What tools can you include:

Framework, overview of what they will learn, then team them in that order.

Pictures, use pictures wherever possible.

Metaphors, use metaphors to make the complex simple.

Describe it

Show and Demonstrate

Get them to do it

Get them to ask questions Question

Get them to explain

Nominal path

Then complex

Next day

They rate themselves, their own skill gap.

Arnie approach

Find weak points and make strong

Basis

Train as you work

Leaders responsible for training

Coach

Critique

Mentor

Standards based training

Performance oriented

Works towards clearly stated goals

Mission oriented

Aimed at specific tasks and processes

Team training

Synchronise and integrate operations

Sustain proficiency

Maintain standards

Train to challenge

Raise the bar

Individual

Sustainment

Train up

Responsibility

Cross

Others

Managed on the job

Collective

Drills

Situational training

Large scale exercises

Types of training

Real life situations

Complex or difficult situations

Individual skills

Groups skills

Intergroup skills

Training Requires

Planning

Goals

Self development

Skills gap