

Friesen, Kaye and Associates



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The Experts in Knowledge Transfer
and Workplace Performance

Instructional Techniques for On-the-Job Training Workshop

Are you facilitating one-on-one or one-on-a-few training in a real working environment? This instructional techniques for OJT program will help you develop effective skills to increase your performance with your learners. Based on the foundation developed for FKA's industry-standard, three-day Instructional Techniques workshop, this program is adapted to place those skills in the context of trainers and, facilitators who are delivering learning in an on-the-job environment. You'll practice new skills and explore the systematic learning process to empower your learners.

Who Should Attend?

- Trainers, facilitators, coaches, supervisors, subject matter experts (SMEs), and skilled workers/performers, who are responsible for instructing others in the normal working environment
- Trainers, facilitators, and line managers who are responsible for evaluating the quality of professional instructional staff.
- Trainers, facilitators, seeking certification: Facilitator, CompTIA Classroom Trainer, MCT Certification or FKA's Professional Facilitator.

Key Benefits

1. Receive feedback from the best facilitators in the industry, experienced in on the job training
2. Small classes ensure you get individual attention and expert feedback.
3. Reference design and delivery checklists to ensure a structured, safe, on-the-job training environment.
4. Observe and learn the 'three-step' job instruction process.
5. Develop your learning and coaching skills by preparing and conducting three separate work environment topics or demonstrations.
6. Take home a comprehensive manual that supports effective adult learning during the program and will be a valuable reference back on the job.

Post-Learning Sustainment

As a participant in an FKA program, you are entitled to complimentary Post-Learning Sustainment:

- Transfer Strategy: one-hour online, live-facilitated coaching session (2-3 weeks post program) to maximize and reinforce learning.
- One-Year Hotline: connect with our experts to discuss your learning initiatives, lessons learned, successes, challenges and best practices.

"An above EXCELLENT course and leader who really knows her stuff and models outstanding facilitation skills! Well done; I will definitely recommend." Glenn Gagulic, ArcelorMittal, Dofasco Inc.

Instructional Techniques for On-the-Job Training

Objectives

Upon successful completion of this program, you will be able to:

- Determine when to use structured OJT.
- Integrate the principles of adult learning into OJT.
- Use trainee-centered learning objectives.
- Conduct application activities to confirm the achievement of learning objectives.
- Apply the Systematic Learning Process to OJT.
- Apply motivational strategies during instruction.
- Implement a variety of presentation methods.
- Use questions to draw on trainees' knowledge and experience.
- Respond to trainees' questions using four different methods.
- Use instructional media to clarify content and maximize retention.
- Incorporate relevant examples.
- Test for understanding using questioning techniques.
- Interpret the four stages of learning.
- Give and receive constructive feedback.
- Organize and sequence content to maximize learning.
- Demonstrate effective verbal and non-verbal behavior.
- Identify strategies to handle difficult situations.
- Improve delivery skills through application and feedback.
- Plan continued self-development as a trainer and facilitator.

Agenda

Day One

- Welcome and Introductory Activities
- Structured On-the-Job Training (OJT)
- Adult Learning Principles
- Lesson Objectives
- Systematic Learning Process
- Motivation
- Preparation
- Application and Feedback Session #1
- Set-up for Application and Feedback Session #2
- Summary

Day Two

- Review
- Information Transfer
 - Conducting demonstrations
 - Asking questions
 - Handling learners' questions
 - Using visuals
 - Incorporating relevant examples
- Test for Understanding
- Preparation
- Application and Feedback Session #2
- Set-up for Application and Feedback Session #3
- Summary

Day Three

- Review
- Application and Feedback
- Handling Difficult Situations
- Verbal and non-verbal behaviors
- Organizing and Sequencing
- Preparation
- Application and Feedback Session #3
- Looking back and planning ahead