

The Workplace Trainer Award (WTA)

Training for success programme

A practical, one-day training skills development programme enabling delegates to develop their colleagues in a consistent way.

An example outline of indicative content is provided for illustration only. All coverage will be tailored to meet your specific development intentions.

Key Themes

By the end of the programme:

Train anyone, anything (at anytime)

One Day Immersive Skills Development Programme

Learning Outcomes:

By the end of the session, participants will be able to:

- Acknowledge the role of workplace training in the development of productivity and performance.
- Distinguish between on-the-job training, coaching, mentoring and counselling.
- Recognising the 5 basic needs of all employees.
- Practice methods to appeal to different learning styles.
- Differentiate between training aims and objectives.
- Demonstrate each of the stages of the 1-1 training cycle.
- Undertake a simple task analysis in order to plan effective 1-1 training.
- Apply a 3 step structure to ensure consistency of approach.
- Design and carry out a short piece of on-the-job coaching to meet specific needs.
- Evaluate employee performance against agreed standards.
- Practice the delivery of behaviourally-based feedback.

Participants will also be provided with example 'Task Breakdown Sheets' which are used as part of 'lean management' methodology to standardise the coaching of team members and effectively influence performance in role.

Pre-course preparation:

Delegates should reflect on their own experiences of 1-1 training and identify one specific task which they will use to create a short coaching session with a colleague during the afternoon skills development exercise. This will be conducted on a 1-1 basis and should last no more than 20 - 30 minutes. Delegates will need to bring appropriate support materials and resources to assist with the delivery of their 1-1 practice session, which will later be evaluated.

WTA workplace trainer programmes have been run with groups at:

SIA Abrasives, VION Food Group, Lyondellbasell Industries, British Gas, A Schulman, Singleton Birch, Scottish Courage.