

Introduction to Workplace Training



Course duration:	3-days
Course cost:	\$675 per person (public workshops) <i>Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.</i>
Unit(s) covered:	TAADEL301C Provide training through instruction and demonstration of work skills
Delivery method	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop
Who should attend?	Primarily line managers, supervisors, trainers or anyone who needs to deliver organisational specific on-the-job training
Pre-requisites:	No qualifications or previous experience in assessment are necessary to participate in this workshop

Workshop description

This workshop is principally aimed at those whose focus as a trainer tends to be on specific learner and organisation requirements such as workplace inductions; operating new equipment and processes; developing new skills at work; improving employee efficiency and effectiveness and; compliance with safety procedures. Participants in this workshop will be introduced to the skills and techniques vital to organising and facilitating effective learning, as well as evaluating learning. They will also be guided in transferring the theory and skills they have learnt to practical applications in their respective workplaces.

Workshop aim

To equip participants with the skills, knowledge and attitude to organise and conduct instruction and demonstration of work skills to individuals or small groups of personnel, within a competency-based framework. Participants will also learn how to check the effectiveness of the training they conduct.



Topics and activities

DAY 1

- Introduction and course overview
- Competency-based training
- Training focus and specifications
- Training roles
- Trainer, instructor, coach facilitator?
- What makes an effective trainer?
- What is learning?
- General principles of learning
- Learning styles
- Session structure
- Session introduction, body and conclusion

DAY 2

- Learning outcomes
- Training plans and activities
- Training resources and materials
- Training technology and equipment
- Training purpose and objectives
- Learner needs and characteristics
- Training context and learning environment
- Notification of training details
- Arrangements for recording training
- Listening skills
- Questioning skills
- Providing feedback
- Presentation skills for trainers
- Use of session plans
- Managing session timing
- Addressing health and safety issues
- Providing opportunities for practice
- Monitoring learner progress
- Dealing with difficult behaviour

DAY 3

- Delivery of training sessions
- Methods of evaluating training
- Self reflection
- Implementing improvements
- Course review and conclusion

Note: During Day 3, each learner will be assessed delivering a twenty-minute training session to a group of fellow participants. The session should include demonstration of a basic, work-related skill. Learners will be given some time to prepare for this session on Day 2 of the course. Learners will be required to finish preparing for their session, and practice the delivery of their session for homework on Day 2 of the course.

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Homework

Please note that learners may be required to complete some work at home after each day of the course, in preparation for the following day. The homework will include finalising preparations for a twenty minute skills-based training session to be delivered on the final day of the course.

Assessment

- Assessment of on-course training session delivery
- Assessment of training documentation completed on the course (training records, trainer self-evaluation form, etc)
- Completion of Introduction to Training Knowledge Questionnaire. This tests learners' underpinning knowledge of training concepts. The questionnaire may be completed as an 'open-book' assessment, during or after the course.
- Post-course assignment, including organising and conducting two training sessions in the workplace. These sessions must focus on training through instruction of work-skills, be on different topics and; be delivered to different individuals/groups. Trainees will also be required to obtain feedback from their learners; self-evaluate their own performance and; answer a series of questions about the processes they used to conduct their training sessions.

Note that learners will be required to arrange for a third party to observe them delivering these sessions (or submit a video of their sessions to TSA).

Skills recognition

Skills recognition / Recognition of Prior Learning (RPL) is available for an application fee of \$165 (which covers a one hour meeting with a TSA assessor) plus \$110 per additional hour required.

An application kit is available on request from Training Services Australia.

National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework.