

# TRAIN THE ON-THE-JOB TRAINER



*Critical workplace learning often hinges on these trainers*

## When was the last time you trained your on-the-job trainers as a group?

**M**any organisations are embracing 70:20:10. But they often assume that the 70 piece is working smoothly. Are all your on-the-job trainers truly on the same page?

The 70 piece of 70:20:10 is highly dependent on the skills and knowledge of your on-the-job trainers. Organisations often trip themselves up by overly focussing on technical training for their on-the-job trainers. They forget about soft skills training for these vital people.

Surely it makes sense to give them practical training and transfer of knowledge skills? Tell Do may not be working. It is not going to permeate effective learning through the organisation. Participants will also discover how to overcome the 4 major stumbling blocks of on-the-job learning: Attitudinal, Relevance, Inconsistency and Incompleteness.

### At the conclusion of this course participants will be able to:

- Illustrate the role and responsibilities of on-the-job trainers
- Determine which parts of on-the-job training need to be structured and/or unstructured
- Check that your messages are being understood
- Consider ways to transfer knowledge
- Convert some on-the-job training to experiential style training
- Examine the 4 biggest mistakes that on-the-job trainers make
- Deliver training in a safe, staged and simple manner
- Discover proven methods to boost learner engagement
- Organise training to help the trainee understand how the role contributes value at a macro level
- Build on-the-job training action plans
- Construct meaningful on-the-job training
- Discuss how to achieve goals and action plans



PREFERRED TRAINING  
NETWORKS

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## NUTS AND BOLTS

### Would you like to attend this program?

For maximum effectiveness, this program is best conducted as an in-house program.

**Venue:** For your convenience, you can choose to conduct this program at your workplace. Alternatively, we can provide a training venue at a small additional cost.

**Target Audience:** On-the-job trainers

**Cost:** Price on request.

**If you would like more information on this training program, please contact:**

Preferred Training Networks on 1300 323 752

**Email:** Deborah ddear@preftrain.com  
or visit our website today: [www.preftrain.com](http://www.preftrain.com)