Train the Trainer
On-the-Job Training

George A. Smathers Libraries
Welcome!

Icebreaker
Icebreaker Activity

(5 – 6 minutes)

1. Find people in the room who train the same type of learners you do.

2. Sit at the same table, in groups of 3.

3. Discuss conducting training for your group of learners:
   A. Challenges
   B. Joys

4. List your answers

5. Be prepared to share your findings with the class.
Learning Objectives

By the end of this workshop, you will be able to:

• List the 4 steps of an on-the-job training method

• Use this method to conduct a brief training session for your tablemates
WIIFM

• You will learn a **systematic** way to teach one-on-one (or a very small group)

• It’s a step-by-step approach to teaching a skill

• It’s reproducible—tweak it and use it, make it your own
Background

• 80% of all critical work skills is acquired through on-the-job training (OJT)

• one-on-one training/on-the-job training

• Structured training approach is best

Source: ASTD
Tradition

Expert → Novice
4-Step Training Method
4-Step Training Method

1. Prepare the learner
2. Demonstrate the procedure
3. Let the learner practice
4. Follow-up
1. Prepare the learner

- Put the learner at ease
- State the task (job)
- Find out what the learner already knows
- Make sure the learner can see what you are doing
2. Demonstrate the procedure

- Give an overview
- Demonstrate the procedure, step by step
- Explain/Instruct at a rate the learner can follow
- Stress key points
3. Let the learner practice

- Instruct clearly, completely, and patiently
- Praise specific successes
- Ask questions that test understanding
- Have the learner practice until the task is done according to standards
4. Follow-up

- Encourage further questions
- Let the learner know where to go for help or further information
- Check on the learner’s progress periodically
Demonstration
Group Activity

(Total Time = 15 minutes; Each role = 5 minutes)

Form groups of 3’s. Each group should have a trainer, a learner and an observer; each person should take a turn at each role.

**Trainer**
- Gather the *pre-workshop assignment* you brought with you. Prepare the training area.
- Using the 4-Step Training *Handout*, teach the learner how to perform the task you’ve chosen.

**Observer**
- Using the 4-Step Training *Checklist*, share your feedback on which steps were well done, which steps were missing, if applicable, and what could be improved.
Debrief Group Activity
Summary

Key Points:

• Tradition: Expert imparting knowledge/skill to novice
• Structured training method is best for trainer and trainee
• 4-Step Training Method
  1. Prepare the learner
  2. Demonstrate and explain procedural steps
  3. Facilitate learner practice session
  4. Perform follow-up activities
End of the Line
Next Steps

• Learning Resources

• [http://guides.uflib.ufl.edu/instructionaldesign](http://guides.uflib.ufl.edu/instructionaldesign)

• Consultations Available
Thank You!

Please remember to complete the online evaluation form you’ll receive today or tomorrow.