

# Organization of the Facilitator's Guide

## Introduction

The introduction presents a basic overview of the Facilitator's Guide, why and how it was developed, the rationale for one-on-one training and explains how the Guide and individual training modules are organized.

## Background Reading in *Training On the Job*

All of the background reading for the Facilitator's Guide, except material on the four adult behavioral and learning styles (contained in the Appendix) is found in *Training On the Job*. This section of the Guide presents a table listing each training module and the relevant pages in *Training On the Job*.

## Planning the Workshop

This section provides suggested preparation steps, materials needed to conduct the training, participant materials, icons used in the facilitator commentary, tips for tailoring the workshop, room set-up, and things to do prior to the workshop.

## Train-the-Trainer: On-the-Job Training Skills Workshop

### *Workshop Objectives*

Performance objectives for the entire workshop are presented in this section. The objectives for individual training modules are listed in the training plan for each module.

*Section One* presents Modules 1 and 2 for the purpose of acquainting participants with structured OJT and its advantages over unstructured OJT, sometimes called the buddy system, and the qualities and competencies expected of on-the-job trainers.

*Section Two*, Modules 3 through 9, encompasses everything involved in getting ready to train. This includes conducting a job task analysis, preparing training modules and cover sheets, writing performance objectives, identifying and applying adult behavioral and learning styles, preparing individual training plans, and introducing a structured training delivery process.

*Section Three* includes Modules 10 through 19 and covers pre-meetings, preparing for training sessions, communication skills, the Five-Step Training Cycle, and evaluating and documenting performance for both trainer and trainee.

The modules may be mixed and matched in various combinations to meet your needs. However, the order presented is recommended. Each module is comprised of

training plans, facilitator notes, overheads, participant handouts including role plays and learning activities, and flipcharts. The writing is detailed enough for you to deliver entire modules as written. You may also select exercises and content for integration into your own training materials.

### Participant Handouts

The handout materials for each module are included and can be downloaded from the CD and adapted for your organization. This will enable you to assemble handout packets appropriate for each training event. You may also add headers and footers to identify and paginate the individual handouts, some of which include more than one page.

Participant handouts contain:

- instructions for exercises
- overview of key points
- copies of tools
- trainer and trainee evaluation checklists
- room for notes to capture the learning points participants wish to take away from the workshop

### Prepared Flipcharts

The key points for each module are summarized on flipchart pages.

### Overhead Transparencies (Appendix A)

Many of the exercises and facilitator commentaries require overheads to add clarity to your presentation. The overheads in Appendix A can be downloaded from the CD and tailored to your tastes.

### Four Adult Behavioral and Learning Styles (Appendix B)

Appendix B contains the background information on behavioral and learning styles to supplement the information in *Training On the Job*.