

# Introduction to Training and Instruction



A 2-day programme

## Who for:

Individuals whose responsibilities include instructing or inducting others, and who need to ensure their learners achieve competence and proficiency quickly, efficiently and painlessly! (Too many of us have had the difficult experience of learning from an expert performer who, however, was not an expert instructor!)

## In this programme, you will learn and practise:

- How to plan, and prepare a session of practical instruction, taking into account your learners' needs, the learning environment, the task and relevant equipment
- How to structure timing so as to make efficient use of the time you have available to instruct, and to ensure fully embedded learning for the learner(s)
- How to build in exercises and skills practice to enhance learners' competence and confidence step by step
- How to give feedback which is clear, useful, and supportive; plus how to elicit constructive self-feedback from learners
- How to devise and set final competence assessment criteria; how to assess learners' progress objectively and supportively

