



OBT

OBT Course Outline

DEVELOPING YOUR TEAM MEMBERS SKILLS THROUGH ONE-TO-ONE TRAINING

Main Aims and Key Benefits:	Developing Your Team Members Skills Through One-To-One Training focusses on the practical skills required for training an individual or small group of team members and is particularly useful for experienced staff members/supervisors to pass on their knowledge during training and to write procedures for tasks conducted.
Course Content:	<ul style="list-style-type: none"> ▪ The benefits of training ▪ Identifying training needs ▪ Points to consider when preparing to carry out on-job training ▪ A structured approach to breaking down a task into steps and standards ▪ The importance of standards ▪ Asking questions during training ▪ Ensuring that the training session takes into account the ABC of learning ▪ Delivering a structured training session ▪ Checking the effectiveness of the training ▪ How people learn and the barriers and aids to learning ▪ Improving retention of information
Training Methods:	<ul style="list-style-type: none"> ▪ Syndicate exercise/group discussions ▪ Individual coursework/evening work ▪ Presentation of prepared training session ▪ Individual feedback
Who will benefit:	Experienced staff members/supervisors and individuals who have to pass on their knowledge to colleagues
Duration:	2 days
Certification:	OBT and Progressive Training
Training Provider:	Progressive Training