

PRACTICAL TRAINING SKILLS

<i>Course Code(s)</i>	<i>Course Date(s)</i>
PTS	27 th March 2013

<i>Main Aim and Key Benefits:</i>	<p>It is an accepted fact that most training and development activities take place on-the-job.</p> <p>This practical 1-day module incorporates the tried and tested skills required for training on a one-to-one basis.</p>
<i>Course Content</i>	<ul style="list-style-type: none"> • Structure of a training session • How people learn • Use of the senses • Question Technique • Task Breakdown and Session Planning • Workplace application • Personal Action Plans
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Syndicate exercises • Group discussions • Practical group training sessions with individual feedback
<i>Who will benefit from attending:</i>	Assistant Bursars, Head of Department and other personnel who may be required to carry out on-job training
<i>Duration:</i>	1 day
<i>Certification:</i>	By OBT and Progressive Training
<i>Fee (excl VAT):</i>	<p>£167.50</p> <p>(Maximum of 6 to a course)</p>
<i>Training Provider:</i>	Progressive Training