



# Join the Dots

Recruiting & developing **extraordinary** people

## Practical Training Skills

### Objectives

A 3 day programme that will develop skills in designing effective and interactive training sessions which includes 2 assessments.

### What is it about and what will it do?

The practical training skills programme is designed to enable you to demonstrate practical training techniques in 1:1 / small groups.

### Who is it for?

Managers, team leaders and trainers who are responsible for delivering practical on-job skills to individuals / small groups.

### Outline content

- Recognise situations in their own work area where learning needs to take place
- Analyse tasks in order to plan effective training design and carry out short pieces of on-job training to meeting specified needs
- Give effective feedback to your trainees and check your training
- Write appropriate materials to support the training.



### Join the Dots Recruitment and Training Limited

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