

Instructional Techniques



making a positive difference to people and organisational performance

Duration: 2 Days

Overview: Passing on skills and knowledge to others is a fundamental and added-value process at the workplace. This course will provide you with an introduction to the knowledge and skills you will need to prepare and deliver effective job instruction on a 1-2-1 basis.

Designed for: All team members who have responsibility to provide on-the-job instructional training to others ie when you are acting as the expert and giving others the benefit of your knowledge and expertise.

Please Note: This course is designed to provide you with the understanding and knowledge of the delivery of instructional techniques needed to help others acquire new skills in the workplace. If you are looking for support to help you in the role of a trainer or facilitator of larger delegate numbers in a formal class-room setting, our Train-the-Trainer CIEH accredited course or our Advanced Train-the-Trainer course will be more suitable for you.

Objectives: By the end of this course you will:

- Know how to clearly define the aims and objectives of an effective Instructional Session
- Know the key methods of instruction available to you
- Able to use a Job Analysis technique to prepare effectively for the delivery of an Instruction Session
- Understand the key stages in the delivery of an Instructional Session
- Understand good instructional communication skills including the impact of body language, listening skills and the effective use of questions
- Know how to deploy various Training Aids to support effective delivery
- Able to deliver a unit of instruction in a clear and structured manner

Method: This course will use a structured series of lively and interesting exercises and practical skills activities. You will have the opportunity to explore a range of techniques and actively demonstrate newly learnt skills at the course.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

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