



Course Duration: One Day

*The Training You Need: The Results You Want*

## Outline:

### Engaging people in learning

- Barriers to learning
- How to tap into the learners intrinsic motivators

### Understanding how people learn

- Learning styles
- The steps of learning
- Applying adult learning principles
- Using structure to help people learn and stay on track

### Following up and giving feedback to imbed the learning

### Planning to get the training done

- Identify barriers to training
- Determine the training needs of your Department/team
- Developing a training plan for your team

### Managing difficult learners

For more information, please go to the public course calendar at [www.rapidresults.co.nz](http://www.rapidresults.co.nz)

### Aim:

This On-Job Training & Coaching Techniques course aims to promote a culture of excellence through individual and small group on-job training.

### Outcomes:

1. Identify how people learn a new skill, how they forget a new skill; and the manager's role in this!
2. Identify that people have different learning styles and how this impacts their learning. How a manager can use this to increase the effectiveness of on-the-job learning
3. Use a simple 5 step model for on-the-job training
4. Plan how to get training done without necessarily doing it yourself!
5. Identifying the "roadblocks" that prevent you from doing consistent on-the-job training and plan to overcome them
6. Learn how to do a "training audit"
7. Know how to create and implement a "training plan"

**DATE:** Wednesday 29<sup>th</sup> March 2017

**VENUE:** Waipuna Hotel & Conference Centre  
58 Waipuna Road

Mt Wellington

Auckland

**COST:** \$620 + GST

*All meals and workbooks are included*

*This course is registered under the NZTE Capability Voucher Scheme and you may be eligible for funding of up to 50% of the cost up to a maximum of \$5,000. Please contact us for details, or visit this link to register your company; <https://app.regionalbusinesspartners.co.nz/Business/SelfRegister>*

