

Section 1: The Trainer and the Types of Training

This course teaches training basics - such as skills needed to be an effective trainer, approaches to learning and assumptions of learning, how to prepare a training session as well as how to assess the trainees learning-performance. I like to compare the training experience to taking a trip.

This section of the course covers all areas required for taking that trip. For example, section 1, the Trainer, is you The Driver of the trip. The trainer is a subject-matter expert who trains other employees to perform certain job tasks. In section 2, we will discuss the approaches you take in your training; it is your vehicle. Then, section 3 covers the actual training session, in other words, your plan your Road map. Section 4 addresses the Trainees, they are the passengers you take with you on the trip, the person being trained for a job. And finally, section 5 focuses on the learning that happens in the training. It is, of course, your destination... where you want to end up.

In section 1, we start with YOU, the driver of the trip. You are the TRAINER. There are many skills involved in being an effective trainer.

First, know their audience (the trainees – your passengers) be aware of their learning expectations and seek to align those expectations with the objectives of the training.

Second, design a training plan – it is your roadmap, it helps you see what content is required and needed for the training. The plan or roadmap will help you use your time wisely. Even though trainers are not always involved at this stage, it is important to know how to design a training plan if needed. An effective trainer will take the time to assess not only the training needs of the company but also the trainees' learning needs. Then, in turn, align those needs with their desired outcomes.

Third, knowing how to facilitate the training is very important. Trainers typically deliver training designed and developed by someone else, but it is important to understand all the areas of planning a training. The communication skills you use while facilitating are critical for trainers and can make or break their learning experience. Imagine a trainer that isn't good at explaining concepts. Or demonstrating a specific task. Or one that doesn't pay attention to the concerns of a learner. These are all barriers to learning. And the responsibility rests with you — the trainer. So, to be an effective trainer, you should be skilled in listening, questioning, explaining and giving feedback. These training skills can be learned and improved on.

Fourth, effective trainers implement training activities or hands-on tasks that get trainees to apply the learning that's taking place. For example, let's say you're conducting a training on how to cut acrylic on a CNC Router. You would want to have the materials and the equipment that allow the trainees to practice while you observe them in action.

Fifth, effective trainers know how to assess learning-performance. We discuss the meaning of learning-performance later in the course. It's your responsibility to ensure trainees have the desired skills when they complete their training. The ability to assess learning-performance is an

ongoing process that is the common thread throughout the training. Assessment takes on many forms including quizzes, skill demonstrations, and comparisons of pre- and post-training performance. The type of assessment you use in your training will depend on the nature and content of the training. For example, if training an employee on how to use a certain machine, it would be wise to document while observing the hands-on portion of that training. This documentation will help you when it is time to write the employees training evaluation.

And finally, an effective trainer should know how to revise training if needed. It's your responsibility to continuously adapt and improve the training to the needs of your trainees. Remember, you want trainees to walk away with a positive experience and have the skills and expertise necessary to perform the tasks involved in that training. So, be open to the fact that a detour or revisions may be necessary.

I hope you enjoyed this first video in Train the Trainer, make sure you also read the attached handout in this section. It is now time to take a short quiz regarding the information covered in this section.