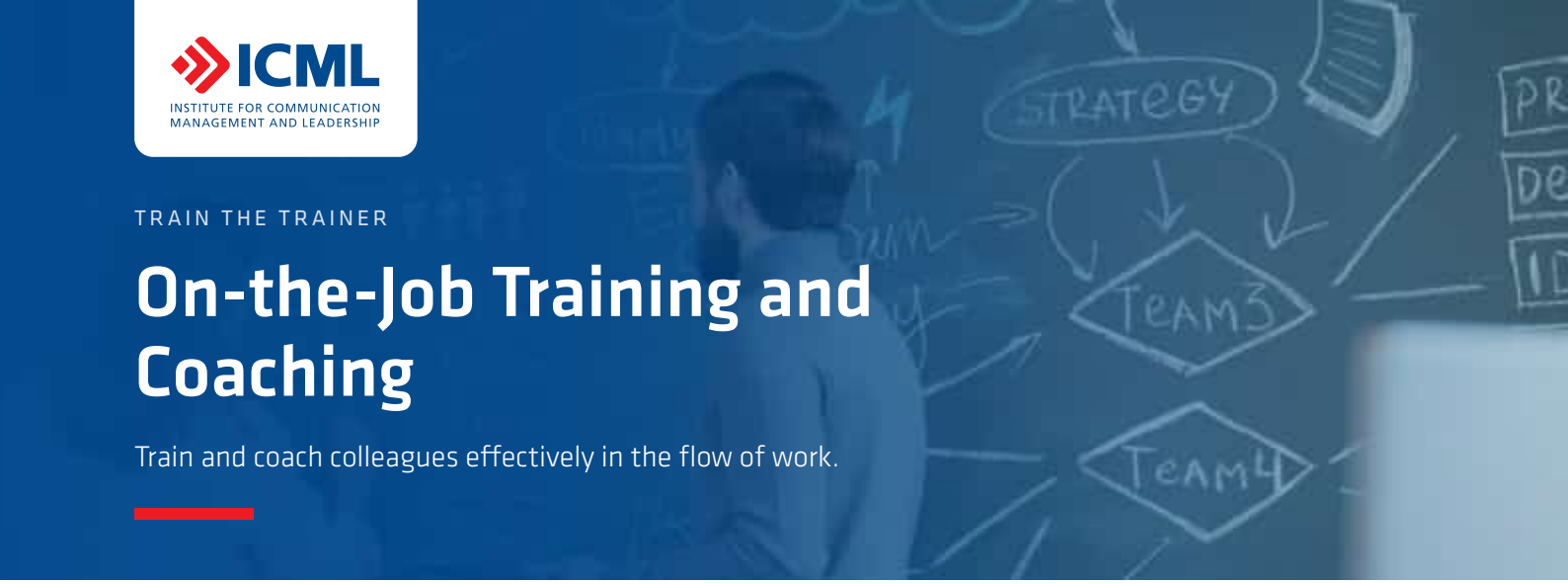
ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



TRAIN THE TRAINER

On-the-Job Training and Coaching

Train and coach colleagues effectively in the flow of work.

WHO IT'S FOR

Supervisors and subject matter experts who train colleagues one-on-one.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Identify what a colleague needs to learn, and why
- Choose the best way to share a skill or piece of knowledge
- Build rapport so learners ask questions and speak up
- Give clear instructions and demonstrate skills step by step
- Check understanding and progress as learning happens
- Give motivating feedback and coach rather than tell

ABOUT THIS PROGRAM

Most workplace learning happens on the job, often with no structure: a new starter shadows whoever is free, an expert shows the task once and moves on, and mistakes surface weeks later. Our on-the-job training skills training gives the people who train colleagues a simple, repeatable approach. Participants learn to find out what a colleague needs, explain and demonstrate clearly, check understanding, give motivating feedback and coach rather than tell. They practise on real tasks from your workplace.

Tailored to your organisation

We build in your procedures, equipment, safety requirements and the language your people use, so participants practise on tasks from their own workplace.

> "Loved Mechelle's presentation and facilitating style – this course was excellent!"
>
> Hub Australia – Ryan

Talk to us about this program

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Enquire online