

## TRAINING SESSION GUIDELINES

### Subject

Define the subject and theme of the training (i.e. is the purpose to convey a new policy; a procedure; a skill using new technology?)

### Objectives

Specify the course objectives, linking them to the business objectives.

### Material, equipment and venue

List the materials and equipment needed, consider the audience and what they will respond to (i.e. PowerPoint presentations may not be suited to some audiences or training). Use a variety of presentation tools to make the session interesting and stimulating (i.e. flip charts, white board and keep overheads to a minimum).

### Session plan

You should have a well-structured session plan that includes:

#### A. Introduction

- > Provide a story or example to stimulate interest and energy.
- > Consider what is likely to interest the group.
- > If the course is mandatory, keep in mind that some participants will not want to be there so think about how to get their interest early in the session.
- > Identify an effective way to motivate the trainees.

#### B. Presentation

Presenting the material is the core of the session plan. You should be very familiar with the material and have a variety of examples to illustrate the content. The presentation should be logically organised and easy to follow with the use of course notes.

Provide course notes, including all of the material delivered, and overheads. Remind participants that it is not necessary to write what you are saying because the material will be provided for their reference after the session.

Effective teaching methods to use are:

- > Lecture
- > Case study, examples, stories
- > Discussion sessions
- > Film
- > Visual aids
- > Questions

## **C. Application**

It is important to provide the participants with opportunities to apply the theory discussed. This will improve interest and variety and also allow participants to 'test out' what they have learned in a safe environment.

Examples are:

- > Role play
- > Game
- > Test or quiz
- > Simulation
- > Demonstration
- > Project

## **D. Summary**

At the end of each topic, provide a summary to reiterate the key learning points. At the end of the session, summarise using a visual aid.

## **E. Evaluation**

Ensure you have included tools to evaluate the success of the session:

- > Evaluation forms for participants to complete during the session or at the end,
- > Structured test/quiz following the session,
- > Other measures, such as employee performance on-the-job.

## **F. Assignments/project work**

Consider using follow-up activities to strengthen learning.

## **G. References**

Provide references for additional study.

## **Administration**

Ensure details of the course are recorded in each personnel file and noted in the performance appraisal. Changes in performance should be outlined in the appraisal form.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber's team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**.

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