

Best Practices in Training Delivery

Session 5

How to choose the most effective training technique(s) to meet training objectives ?

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- ❖ What skills are required by Trainers / Instructors / Developers to meet the changing requirements?
- ❖ How can we address problems in training delivery from our past experience?
- ❖ Does choice of technology influence learning or motivation more than others?



- ❖ Training goals/objectives, Trainee profile and their number, Training budget, Time allocated/required for training, Training resources and materials

Indicative types of training delivery :

- Classroom or Instructor-Led Training
- Interactive Methods – Quizzes, Case studies, Active summaries, Q & A sessions, Question cards, Role-playing, Demonstrations, brainstorming
- Hands-On Training - Cross-training, Demonstrations, Coaching, Drills,
- Computer-Based Training – Multimedia, Virtual reality, Simulation
- Online or E-Learning - Web-based training, Tele- or videoconferencing, Web meetings or webinars, Online colleges and universities

Deploying a hybrid approach on training delivery is ideal; it normally leads to increased learning

Make learning as active as possible

Six factors for evolving a functional training style:

1: Openness & Willingness to adopt a varying approach

2: Realization of the programme objectives

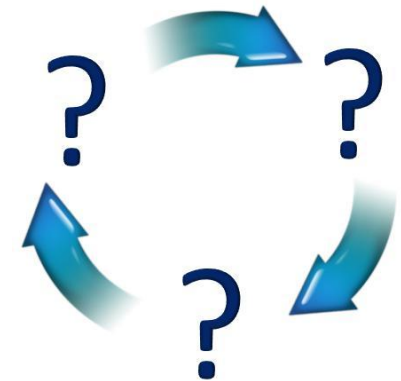
3: Realizing the realities and responding to the needs



4: Synchronization of Trainer's style with the programme needs.

5: Adapting his/her style

6: Interaction, experience and experimentation



1. Knowing the learning outcomes
2. Setting sensory-based indicators
3. Focusing on the learners
4. Adopting a position of guide and facilitator
5. Enabling learners to generate self-motivation
6. Ability to deliver training
7. Self Assessment



Role skills:

Presentation, Facilitation, One-to-one Consultancy, Troubleshooting, Design

Personal skills and qualities:

Communication, Interpersonal, Assertiveness, Flexibility, Expertise

Organisational skills:

Team working, Self-management, Influencing, Strategic, Problem solving, Business



INSTRUCTIONAL SYSTEM DESIGN "ADDIE"

Analyze

- Analyze Requirement
- Select What/How
- Methods for Measurement
- Estimate Cost

Design

- Develop Objectives
- Identify Learning Steps
- Test – Evaluation Strategy
- Curriculum

Develop

- Create Course Map(s)
- Existing Content
- Develop Learning Content
- Verify

Implement

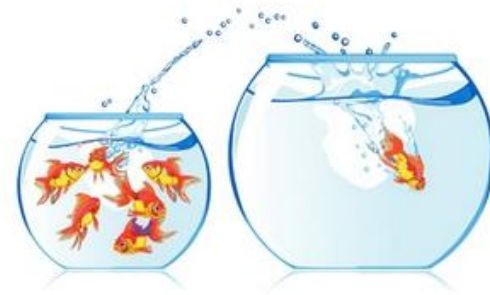
- Roll-out Plan
- Conduct Training

Evaluate/ Validate

- Internal Evaluation
- External Evaluation
- Revise Training

Training Program Development – Life cycle

- Competency Mapping Exercise
- Encouraging internal resources as SMES
- Robust SME enrolment process
- Up-skilling of SMEs
- Developing tailor made training programmes based on identified TNIs
- **Innovation for more effective training delivery**



Thank You!

