

OPERATIONS TRAINING TECHNIQUES

Who best to train staff in everyday operational techniques other than someone who already excels at the task?

One to one training practices

This course is for experienced operations staff who shine at their everyday tasks, who already know the operational skills and standards of the job and who may be interested in training as trainers. The programme is restricted to seven participants to allow adequate time to practice training techniques and build the trainee's confidence.

Objective

To give participants the skills, knowledge and techniques to effectively and confidently deliver one-to-one training in their working environment.

For

Experienced operational staff who are responsible for, or interested in, providing on-the-job training in the workplace.

Certification

FETAC Statement of Achievement.

Participants who successfully complete both the Operations Training Techniques and Group Training Techniques Programmes together with a workplace project will receive a FETAC Trainers in Industry Certificate.

Duration

3 days, 9.30am – 5.00pm.

"This programme was held recently in-house and it was a great success. Everybody that took part in the course ended up gaining confidence, getting to know other staff better and gaining the skills it takes to train new staff."

Karen Glynn, Personnel Manager
Woodlands House Hotel, Adare, Co.Limerick

Content

- Planning and preparing training sessions
- Breaking tasks into easy-to-learn components
- Effectively demonstrating practical elements of the job
- Evaluating the effectiveness of a training session