

FAN On-The-Job Training

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1. Plan the training	Task to be taught	Pre-requisite skills or knowledge required	Health & Safety Considerations	How long will it take to teach?	Level of supervision required
2. Establish learning objectives	Teaching method <small>(Read a manual, computer simulation, explanation, demonstration etc)</small>	Expected results <small>(Be specific – if the task is digging a hole – how should the tool/s be used? What size and shape should the hole be?)</small>		Task has been mastered when the learner can... <small>(How you will know the learner has mastered the skill or learned the knowledge. Consider testing them to confirm).</small>	
3. Prepare the work area	Tools, equipment, safety gear required		Check all tools, equipment and safety gear is working		Identify and remove, isolate or reduce potential hazards

FAN On-The-Job Training continued	
4. Prepare the learner	<ul style="list-style-type: none"> ✓ Introduce the task. ✓ Find out what the learner already knows. ✓ Point out any health and safety hazards and explain how the learner can keep themselves, the trainer and anyone else in the work area safe.
5. Present the task	<ul style="list-style-type: none"> ✓ Describe the task as a whole, its objectives and the expected outcome/s of performing the task. If applicable explain that there are 'need-to-know' and 'nice-to-know' aspects of the task – and refer to them as such during the training. ✓ Describe and demonstrate one key step at a time. ✓ Communicate clearly, completely and patiently – but only as much as the learner can handle. ✓ Check for understanding.
6. Give the learner a go	<ul style="list-style-type: none"> ✓ Get the student to talk through the key steps of the task as they do it. ✓ Correct any errors. ✓ Evaluate the outcome against learning objectives. ✓ Continue the training until you are sure the learner knows, understands and is confident about the task.
7. Follow up	<ul style="list-style-type: none"> ✓ Leave the learner to get on with the job but be available for help and questions. ✓ Check back frequently. ✓ Gradually ease up on the coaching and follow-up.

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