

Laboratory Training Effectiveness

Two Training Days

What?

Managers and team leaders are required to develop and train others. In fact many employees have a responsibility for coaching or training others, whether it be in test methods, procedures, company policies, health and safety and the like.

This training course is designed for participants who want to learn innovative, interactive and engaging techniques to facilitate learning in the workplace and in training sessions. It covers coaching individuals or small groups as well as facilitating training sessions.

Who?

All laboratory staff with the responsibility of coaching or training other laboratory staff.

How?

This 2-day Training Course is offered by CALA and allows participants to learn the critical skills required for coaching and training by combining both theory and practice of coaching and training methods.

Benefits of this training

An effective coach or trainer must know the content well, be able to communicate well, know how learning works, have a high level of empathy to understand what the students are going through, be able to provide feedback, and be able to assess the success (or failure) of their students.

In a laboratory setting it is critical to ensure that employees who are trained

by other employees are truly competent. The Laboratory Training Effectiveness course will teach the skills necessary to determine training requirements, provide effective training and/or coaching and to assess the outcomes of training.

After completing this training participants will be able to:

- Assess training requirements and determine what skills and knowledge are required by participants
- Plan training or coaching sessions
- Determine the best method for teaching new skills and knowledge
- Determine the minimum requirements for signing off on training records
- Assess the skills and knowledge of trainees

Topics covered

- Understanding training needs
- Setting training or coaching objectives
- Planning and developing a training or coaching session
- Conducting a training session
- Handling difficult people
- Engaging participants through asking questions
- Presentation skills in the classroom
- Monitoring progress
- Providing effective feedback
- Evaluating the transfer of learning - when can you sign off that the student has learned essential skills