



EXAMPLE OF HOW TO UTILISE ON THE JOB TRAINING TOOLS

SOUTH AUSTRALIAN WINE INDUSTRY ASSOCIATION INCORPORATED

It is winter and it is time for ABC Wines business to trim back the vineyard in preparation for the next vintage.

ABC Wines has decided to hire a group of casual employees that will be trained to do the pruning and Mike, the vineyard supervisor, will be in charge of conducting the training.

Casuals work on different shifts and Mike is not always available to run the training so he has asked John, an experienced vineyard hand to help him.

The business has grown and it is the first time ABC Wines has needed to hire casuals and train them for pruning, so Mike and John haven't trained anyone before and are not completely sure about the best way to do the training.

Mike and John decide that they need some time to prepare for the training session so they will remember everything they have to explain and also the right order. Mike and John use a **training session guide** to write the training structure so they will know exactly what to do. Additionally, they decide to use the **trainers guide** so they are clear about how the training should be delivered to support the learning process. This means each vintage they can refer to the trainers guide to run the training session, this ensures consistency and makes the ability to identify what matters can be updated easier.

When they start preparing the training session they realise that they have different ways of doing things and as a result of their previous job experiences they have learnt different pruning techniques that can increase the potential of the vines. They decide that the best thing to do is to agree on what the training content should be and they write down every step of the process.

Once the training session guide is ready they review it to make sure both understand the training session structure, how the content will be explained and demonstrated to the trainees, the key aspects they want to emphasize and the learning outcomes they want to achieve with the trainees.

Mike and John decide to conduct the first training session together so they can observe each other and also be clear about how to do it on their own the next time.

During the training session they demonstrate how to do the job and then they ask the trainees to repeat the process on another vine. They pay close attention to each trainee and provide the necessary feedback during the training session.

At the end of the session they complete the **training record** which is important to register the training and certify if a trainee has met the performance standard required. They also identify if some of the trainees need any further training and / or coaching during the following days.

South Australian Wine
Industry Association
Incorporated
ABN 43 807 200 928
1st Floor, Industry Offices,
National Wine Centre,
Botanic Road, Adelaide SA
5000

Contact Sarah Hills (08)
8222 9212 or

sarah@winesa.asn.au

or Egon Schwidder (08)
8222 9273 or

egon@winesa.asn.au