

**Training Step by Step – Trainers guide**

<b>Before the training</b>	<ol style="list-style-type: none"><li>1. Make sure you have the relevant paperwork, including the training guide and relevant Standard Operational Procedures.</li><li>2. Read the training guide before the training session, so you can be clear about the contents to be covered</li><li>3. Prepare the necessary equipment, materials and supplies</li><li>4. Verify the venue is organised (if required)</li><li>5. Verify that the trainee is aware of the training and that the necessary dates/times have been scheduled</li></ol>
<b>At the beginning of the training</b>	<p>It is important to make sure that the trainee has a clear understanding of the aspects involved in the training.</p> <p>At the beginning of the training session, the instructor should explain the following points to the trainee:</p> <ul style="list-style-type: none"><li>• Training objective</li><li>• Training structure: Topics, number of sessions, skills to be taught</li><li>• How the sessions will be conducted</li><li>• What is expected from the trainee</li></ul>
<b>During the training</b>	<p>When conducting the training, the trainer should keep in mind the following steps, which are essential to facilitate the trainee's learning process</p> <ol style="list-style-type: none"><li>1. Demonstrate the behaviour or skill:<ul style="list-style-type: none"><li>• Tell the trainee the objective of the task</li><li>• Ask them to watch you demonstrate it. Show the trainee how to do it without saying anything</li></ul></li><li>2. Explain the specific key points of behaviours about how the task is done</li><li>3. Show the trainee how to do it again</li><li>4. Encourage the trainee to do the task</li><li>5. Ask the trainee do one or more single parts of the task and praise them for correct reproduction</li><li>6. If mistakes are made, provide the necessary feedback about what it has to be corrected and ask the trainee to practice until accurate reproduction is achieved</li><li>7. Ask the trainee to do the entire task and praise the trainee for the success in learning the task</li><li>8. Evaluate the trainee's performance based on the learning objectives and expected level</li><li>9. Give feedback to the trainee about their performance</li><li>10. Reinforcement:  In case the required level of performance is not achieved, let the trainee know and create a plan with actions to reinforce the skills</li></ol>
<b>After the training</b>	Make sure the training record has been completed and given to HR or the person in charge of

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