Training planner

When planning training for staff members try to answer the following questions so that the training process is as effective as it can be.

Task for training

The WHY Questions
Why are we doing this and what is the value of it to the farm?

When do we do this?

The WHAT Questions
What is it we are going to do? What is the process?
Break down the task into logical, easy to follow steps or stages

Consider what resources are going to be required to train on the task and make sure they are available. List them here.

The HOW Questions
Ask your staff member what they know about the task & how they have done it in the past.
Consider what is important to you in the way the job is done. Is the result or the process most important?

When training what is the most appropriate way to demonstrate task?

Who is the most appropriate person to be doing the training?

When is the staff member going to get the opportunity to practice? Do I have to make the opportunity?

The WHAT IF Questions
What are the things that can go wrong & how would you deal with them?

Once the skill is mastered what are the ongoing benefits or the next stage in learning?