

A Step-by-Step Process for Designing Learner Centred Face-to- Face Training



Step 1

Purpose Of The Training

Duration	
Targeted Learners	
Performance Gap	
Pre Requisites	
Evaluation	
Aim of Training	

Step 2

Priority Grid

Main Task (Agenda Item)	Sub Task (Skill or Knowledge)	Frequency 3 = Use it daily 2 = Use it every 2 weeks 1 = Use it monthly 0 = Use it once or twice a year	Learning difficulty 3 = Very difficult 2 = Difficult 1 = Easy 0 = Very easy	Importance 3 = Their job depends upon it, couldn't do it without it 2 = Important 1 = Not so important 0 = No impact on their overall performance	Entering ability 3 = Know everything 2 = Know most of it 1 = Know a little about it 0 = Never heard of it	Priority FR+LD+IM- (3xEA)=PR Towards +9 = Essential (include) Towards -9 = Not needed

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Step 3

Training Modules

Module Objective	
Task	
Condition	
Standard	

Step	Type (Preparation, Presentation, Practice, Performance)	Description (What activity will be happening)	Duration (In Minutes)	Materials
1				
2				
3				
4				
5				
6				
7				

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Step 4

Supporting Elements

Priming

Environment

Opening

**Review
Techniques**

Managing States

Close