

 TASK BREAKDOWN	DIVISION	
	DEPARTMENT	
	CATEGORY	
	POSITIONS	
	TASK	
	APPROVED BY	

ATTENTION

Welcome: (What will you do to make the trainees feel more comfortable?)

What: (What are they going to learn)

Interest

(How will you gain trainee's interest and attention? Tell a real-life story, show picture, make a joke – anything to make the trainees feel more motivated to learn about the topic)

Need

(Link to a practical need they will have for learning this new task)

BREAKDOWN

	Breakdown	Standard	Questions
1	To (do this task) you will need: •		
2			
3			
4			
5			
6			
7			

CHECK (test their knowledge with some quiz questions)

✓ ???

DO: Each person practices the task

END

- ✓ Ask for remaining questions
- ✓ Briefly review content of session
- ✓ Advise time and date of on-the-job assessment
- ✓ Link to next training session
- ✓ Congratulate trainees
- ✓ Thank-you and good-bye ☺

PEOPLE TRAINING