

## Training Seniors to Train Juniors

### A Practical Guide for Seniors to Improve Juniors Performance

#### Objectives of the Training

- To present practical tips for planning training programs for seniors to juniors
- To show how to define the job
- To explain training methods
- To discuss follow-up of training

#### Introduction

- Seniors at all organizational levels, must supervise people (juniors)
- If done correctly, everyone benefits and the senior will receive credit for a job well done
- If, on the other hand, juniors are not trained effectively, no one will benefit, and the seniors will quickly get the blame
- The task of directing people at work is not easy because juniors, as human beings, are very complex
- Juniors cannot perform well on the job no matter how hard they try and regardless of how much they want to until they know (What) they are supposed to do and (How) they are supposed to do it

**“Training Seniors to Train Juniors”**-focuses on answering the question: “How exactly does a senior prepare for, plan, present, and follow up on training programs designed to yield competent juniors?”

#### Module One

##### Why Training is Important

- Reasons why training is important
- Training styles
- Training benefits
- Training is part of effective supervision
- Seniors must be effective trainers
- Training Know-How is a must
- Dos and don'ts for seniors when training
- Seniors; “Are they training to lead or to develop”?
- What is learning
- Learning and training are now important; but different
- Tips for seniors when training juniors
- How adults learn best
- Three key to adult learning
- Learning tools
- Learning atmosphere



- Learning formats
- Learning leader
- Do juniors benefit from training
- When training can and cannot help
- When will training work
- Training test
- Learn the training basics; they are universal
- Orientation: Start of Training
- What is your experience with orientation
- Orientation preparation
- Orientation checklist
- The four steps of training

## **Module Two**

### **The Four Steps of Training**

#### **Step One: Define How the job should be done**

- Why a position analysis
- Sample task list
- Sample task breakdown
- Quality standards test
- Design a job description
- Sample job description
- Uses of a job description

#### **Step Two: Plan the Training**

- Why proper planning is required
- Consider training objectives
- Training objectives must be attainable and measurable
- Develop a training plan
- Sample training plan
- Do not forget trainees role in the training
- Is your training a group or individual training (one to one training)
- Choose which type of training
- Important principles of group training
- Group training test
- Design a training lesson
- Training lessons organize training sessions
- Sample of a training lesson
- Training resources: help is available
- Where can I go for help
- Planning for training and how to prepare trainees

#### **Step Three: Present the Training**

- Lectures, role-playing, case studies, demonstration and self-study materials
- Training method quick-check
- On-the-Job Training: what you should know
- Preparation, presentation, demonstration and follow-up
- Using visual aids: which comes first

#### **Step Four: Evaluation the Training**

- Why evaluate
- Principles of training evaluation
- Evaluate by measuring the results (attitudes, values, knowledge and skills)
- Measuring the results (impact, your goal and how much/when)
- Provide follow-up coaching
- Coaching principles
- A pat on the back
- Certificate of recognition

### **Module Three**

#### **Additional Practice Activities**

- Design a task list
- Design a breakdown list
- Design a job description list
- Design a training plan
- Design a training lesson
- A final training assessment Exam for seniors to train juniors
- “Mini-Training individual preparation
- Practical “Mini-Training for each participants-45 minutes for each)

#### **Duration**

- Six training days from 9:00 a.m. till 5:00 p.m.
- Total training hours are 48 hours

#### **Methodology**

- Practical training
- Mini training delivered by participants
- Make up sessions
- Final mini training for assessment

#### **Target Audience**

- All senior professionals in the business market
- Training managers
- Department heads
- Supervisors and team leaders