_____

2.   Step Two:

Decide what you want the training to cover. You may need to do some research by looking up any existing relevant materials such as SOPs or related training materials. If there are no manuals or SOPs already written these may need to be prepared first.

3.   Step Three:

Decide how the training is to be conducted and complete the session plan using the template, **TEM-085**.

This template has the following sections:

3.1.   Learning Outcomes:

In here you write what you actually expect the employee to learn.

- For example:
  At the end of this session/s participants will be able to operate a photocopier to copy, enlarge, reduce, collate and staple documents.

3.2.   Assessment Criteria:

Assessment criteria are a more specific list of the actual things that the learner will be able to do or will know at the end of the session.

- For example:
  1.   Locate and operate the photocopier power switch.
  2.   Check paper supply and replenish as necessary.
  3.   Check toner supply and replace as necessary.
  4.   Operate the mode and setting keys of the photocopier to correctly select the required modes and settings.
  5.   Copy documents of varying sizes on-to-one, enlarged and reduced as requested.
  6.   Operate the collation and stapling options of the photocopier to produce correctly collated and stapled documents.

3.3.   Resources, Training Aids Checklist

List any resources required for the session. Also, reference any SOPs.

3.4.   Introduction:

Give reasons the training is important.

- For example:
  I am showing you how to use the photocopier because you will need to use it for….

Try to link to what the trainee already knows.

Outline what will happen during the training as well as after the training i.e. assessment, review activity.