

Training Techniques

Technique	Advantages	Disadvantages	Ways to Address Disadvantages
User Manual	<ul style="list-style-type: none"> • Low development cost • Use of existing materials 	<ul style="list-style-type: none"> • Non-interactive • Low interest level 	<ul style="list-style-type: none"> • Test competencies • Create discussion groups
Classroom	<ul style="list-style-type: none"> • Efficient for large groups of people • Promotes camaraderie 	<ul style="list-style-type: none"> • Scheduling • Training facilities 	<ul style="list-style-type: none"> • Use volunteers as trainers • Maximize time through pre-course reading or other prep • Adults like interactive vs lecture
On-The-Job Training / Shadow	<ul style="list-style-type: none"> • Productive (learn while work) • Most similar to actual work 	<ul style="list-style-type: none"> • Pick up bad habits • Risk of error 	<ul style="list-style-type: none"> • Create checklist of skills to be developed • Evaluate performance
E-Learning	<ul style="list-style-type: none"> • Scheduling • Free generic skill training (YouTube) 	<ul style="list-style-type: none"> • Impersonal • Access to equipment 	<ul style="list-style-type: none"> • Use as pre-class prep • Combine with discussion time
Coaching/Mentoring	<ul style="list-style-type: none"> • One-on-one to address individual needs • Builds ongoing relationships 	<ul style="list-style-type: none"> • Quality varies by mentor • Need committed coaches 	<ul style="list-style-type: none"> • Coach orientation, expectations, check-list • Evaluate coaches, use coach to evaluate coachee.