On the Job Training Plan

HiFlex Physio

Step	Purpose	What to Do
1. Prepare the learner	• To relieve tension • To establish training base • To stimulate interest • To give the trainee confidence in performing the task	• Put the trainee at ease • Find out what the trainee already knows about the task • Relate task to overall objectives • Link task to the trainee's experience • Make sure the trainee is comfortable to see you perform the task clearly
2. Present the task	• To make sure the trainee understands what to do and why • To ensure retention • To avoid giving the trainee more than he or she can absorb	• Tell, show and question carefully and patiently. • Emphasise key points • Instruct clearly and completely, one step at a time • Keep your words to a minimum. Stress action words.
3. Try out trainee's performance	• To be sure the trainee has learned understands what to do and why • To prevent poor habit development	• Observe the trainee perform the task without your instruction. If the trainee commits a substatial error, repeat Step 2

Step	Purpose	What to Do
3. Try out trainee's performance	• To be sure the trainee knows how the task is to be performed and why • To test the trainee's knowledge • To avoid putting the trainee on the job prematurely	• Upon correct completion of the task, have the trainee repeat the task. This time, the trainee should explain the task as he or she performs it • Ask questions to ensure that the key points are understood
4. Follow-up	• To Show your confidence in the trainee • To give the trainee self-confidence • To be sure the trainee has been trained properly • To foster a feeling of self-suffiency in trainee	• Make favourable comments about trainee's current work and progress to date • Let the trainee work independently • Frequently monitor trainee's work • Gradually reduce trainee monitoring