**BUILD TRAINING FAST
WORKSHOP DESCRIPTION**

Workshop Description
In the real world, you don't always have a lot of time to develop training. Sometimes, you aren't even an instructional designer, but need to develop training in the limited time that you have. Based on CRI and the Building Better Job Aids workshops, this workshop is for individuals who need to develop effective performance-based, one-on-one or small group structured on-the-job training (SOJT) with supporting job aids quickly.

Most of the workshop time is spent developing job aids and training. There is very little lecture. You will take home at least one completed training lesson and up to four job aids that you build. Before you come to the workshop, you will need to identify the tasks and projects you will be working on.

How Long Is This Training?
The workshop is blended learning (instructor-led and self-paced modules). It takes up to four full days to complete depending on how the workshop has been tailored for your organization.

What Will You Receive?
- A workshop binder containing all of the instructional modules
- A CD with the worksheets and job aids from the workshop
- Performance rewards for successfully mastering key objectives

Who Should Attend?
Anyone that designs training or human performance tools or that needs to improve performance in the workplace, whether a trainer or not. Specifically:
- First-line supervisors and front-line managers responsible for ensuring people can do their jobs
- Managers who develop and conduct one-on-one or small group training
- Instructional Designers
- Trainers

What Will You Learn to Do?
Upon completion of the workshop, you will have demonstrated the following skills:
- Write a description of the work force members expected to be trained
- Conduct a performance analysis to identify a set of solutions to solve a performance discrepancy
- Identify the observable, measureable behaviors needed to complete a worthwhile job goal to define an unclear expectations for the performers
- Identify the tasks that make up an individual or team job

- Prioritize the job task list by importance, difficulty and frequency of performance
- Select critical tasks for training and/or job aids
- Analyze the tasks to identify all the major steps and decisions involved in completing the tasks
- Draft and try out four different types of job aids
- Draft and try out a structured on-the-job training (OJT) lesson

Can I Be Certified to Conduct the Workshop?

Absolutely! Certification training is usually conducted at the end of a public or in-house workshop for individuals desiring to conduct this workshop in their organization. Certified instructors receive reduced pricing for workshop materials. There is a fee to become certified to conduct the workshop.

Standard Pricing
Individual - $1,900
Onsite - $1,900 per person (minimum of 6 to a maximum of 12 participants with one instructor)