

BUILDING BETTER JOB AIDS WORKSHOP DESCRIPTION

Workshop Description

Job aids may be the most important performance improvement tool at your disposal. New employees use them as step-by-step guides. Experienced workers use them as prompts to recall so they don't make mistakes. Job aids include information guides, help systems, checklists, learning aids, job procedures, worksheets, job standards, and decision-making tools. You will develop several job aids during this self-paced workshop

Most of the workshop time is spent working on projects. There is very little lecture. You will take home at least three completed job aids on tasks you select. Before you come to the workshop, you will need to identify the tasks and projects you will be working on. This workshop is also a component of earning the respected Mager Consortium Certified Instructional Technologist™ (CIT) designation.

How Long Is this Training?

The workshop is blended to include some instructor-led components, but is mostly self-paced. It will take two and a half days to complete in a public or in-house setting. Most people complete it in 5-8 days in the distance-learning mode.

What Will You Receive?

- A workshop binder containing all of the instructional modules, skills checks, self-evaluations, and practice exercises along with over 120 examples of different types of job aids
- A CD with the electronic worksheets used during the workshop
- Performance rewards for successfully mastering key objectives

Who Should Attend?

It is for trainers, course developers, training managers, documentation writers, line managers, supervisors and human resource specialists. It is for anyone who designs training or human performance improvement tools or who needs to improve performance in the workplace, whether a trainer or not.

What Will You Learn to Do?

Upon completion of the workshop, you will be able to:

- Quickly develop effective job aids for virtually any type of task – from “soft skills” in leadership and management to technical skills.
- Determine when job aids can shorten or even eliminate training
- Describe the steps in a task including the decision - making process
- Select the best format for job aids based on the types of behavior in a task
- Define the environment in which the job aids will be used and the audience who will use them

- Convert existing documentation into user-friendly job aids
- Decide what materials job aids need to be made out of to maximize their effectiveness
- Determine how much training is needed to support job aids

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 - \$1,000

Onsite - \$1,000 per person (minimum of 6 to a maximum of 12 participants with one instructor)