








FOCUSING ON TEACHING SKILLS

CONTINUOUS LEARNING, AND PASSING ON THAT LEARNING TO OTHERS IS A PART OF EVERY JOB. Mentoring is all about taking action to make the most of TEACHING and LEARNING workplace skills. Teaching skills to others is an important part of what happens in the workplace. Workplace lessons are happening all the time. Each time you teach a new skill to someone else, it is a type of lesson.

There are a couple of EASY STEPS that can help with TEACHING workplace skills...

	<p>EASY STEPS: TEACHING SKILLS IN THE WORKPLACE</p>
	<p>Step 1 - Identify the point of the lesson Provide a sense of direction to the learning. It helps focus the learning for the person conducting the training and the one receiving the training.</p>
	<p>Step 2 - Link the lesson Help people see the connections between what they are learning and the overall job. Show relationship between what is known and what is coming.</p>
	<p>Step 3 - Demonstrate the skill Show the person the skill and explain why and how it is done. Choosing the right time is essential - you need sufficient time and resources.</p>
	<p>Step 4 - Provide practice Set up chances for the person to use a new skill. Be sure the person is ready - practice is the chance to make mistakes that won't cost too much.</p>
	<p>Step 5 - Give feedback Tell people how they are doing. Feedback is a skill in itself - It should describe what is happening and help in planning their next steps.</p>
	<p>Step 6 - Assess Determine the progress a person is making. Conduct skill assessments and overall progress assessments - they serve different purposes.</p>

DO THE SKILLS, LEARN THE TRADE, AND PASS IT ON!