**Training Checklist**

**Name: Task:**

|  |  |
| --- | --- |
| **Attention** | **Yes / No**  |
| Clearly state title |  |
| Do something likely to focus learner’s mind on the task |  |
| Personalise the benefits |  |
| **Breakdown** |  |
| Break the task into steps & stages |  |
| Demonstrate very clearly highlighting key points and all standards |  |
| Explain all key points & why |  |
| Have at least one question per stage to ensure learner was following steps taught |  |
| Allow learner practise, correct as necessary |  |
| **Check** |  |
| Ask questions based on steps, explanations given / questions asked |  |
| Get learner to practise unaided or correct as necessary |  |
| **Praise and link forward**  |  |

**Note:**

|  |
| --- |
| What went well?  |
| Areas for improvement? |