



Ten Tasks in Effective Training: *A Workshop-style Presentation*

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Effective training depends upon the following ten tasks:

1. Identifying the purposes and intended outcomes of the work that the trainee is expected to do.
2. Identifying the intended procedures and activities that the trainee is expected to carry out in order to accomplish this work.
3. Identifying the required qualities and characteristics needed in a leader for this work.
4. Defining and describing the appropriate skills and abilities needed in leaders of this work.
5. Recruitment of appropriate candidates for the work.
6. Informing and illustrating the procedures, qualities, and skills which are expected.
7. Providing opportunities for the trainee to begin the work on a trial or preliminary basis.
8. Provide situations in which the trainee can engage in self-assessment and discussion of needed improvements alongside other trainees and with the advice of experienced and competent colleagues.
9. Encouraging the trainee's learning by identifying and endorsing the behaviors and skills which are important and are being done well.
10. Encouraging the advancement of skills and qualities by engaging the trainee in goal-setting and further accomplishment.

In your buddle meeting:

- A. First, consider the difference between a quality and a skill.
- B. As a group, identify the three or four **most important qualities** needed in a person who accepts leadership in your area of responsibility:

1. _____
2. _____
3. _____
4. _____

- C. Discuss together: What can be done to help people who are underdeveloped in one or another of these qualities?
- D. Identify the four or five **most important skills** which you want leaders to demonstrate in your area of responsibility:
1. _____
 2. _____
 3. _____
 4. _____
- E. What methods and procedures can be used for the development of each of these skills?
- F. What **initiatives** will you create to get the needed training started? How can you get together on a workable recommendation?
- G. Who has the **responsibility to carry through** the needed activities? How can you work together to support this person(s) in this matter?