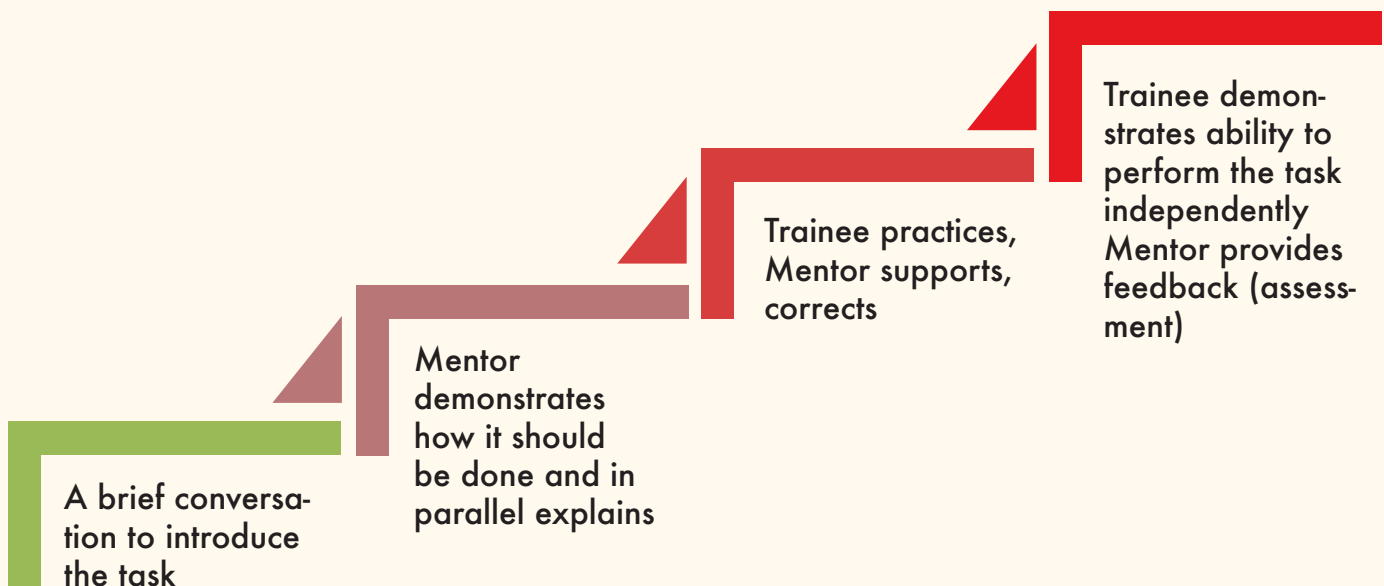


4-Step Method. Instructing a Trainee

Topic in the Training Program:	During. Practical Training Methods
Competence to be trained:	how to instruct a trainee to perform a specific task
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Working in small groups (3-5 participants)

Task: 1) read and discuss method description; do you use something similar?
 2) watch the video and identify 4 steps. Assess Tutor's work in the video (link).
 3) Simulation game: within your group prepare a task/activity which you will teach a Trainee using 4-step method. Choose the Tutor/Mentor who will do the instructing. Choose a Trainee from participants outside your group. After preparation, demonstrate "instructing a trainee" to all participants.



Step 1: Greeting and introduction. Possible topics:

- What "action" will be learned
- Is there any previous knowledge, experience (or how is this task related to what was learned earlier)?
- Why it is important to perform it in a precise manner, is it part of some larger process?
- Work safety, or hygiene requirements related to this activity.

Step 2: Mentor demonstrates

- Mentor shows how to perform this task correctly, and in parallel explains, comments his actions;
- Trainee observes, tries to memorise, asks questions.

Step 3: Trainee practices

- Trainee tries to perform the "action"
- Mentor observes, corrects, and helps
- Trainee practices by performing the task for several times

Step 4: Trainee demonstrates, mentor assesses

- Trainee demonstrates that he is able to perform the task independently
- Mentor watches and provides feedback at the end
- The assessment should be specific: what was well-done, which points still need to be worked on