

ADVANCED INSTRUCTIONAL TECHNIQUES

Part I

Role of the Instructor and The Laws of Learning

Edward N. Ryan Jr. CET

Class Objectives (Part 1)

▣ Role of the Instructor and The Laws of Learning

Upon completion of training students will be able to:

- Make a plan for handling difficult classroom situations
- State the five functions of training management.
- Define the instructors purpose, responsibilities and basic duties
- Give examples of how the Laws of Learning will affect your course development and presentation

Education and Training

- ▣ Education: Subject oriented development / learning processes designed to meet predetermined growth goals.

- ▣ Training: Task oriented discovery / learning designed to meet desired skill objectives.

What is Training Management?

Training is a function of management that provides task oriented information to the workforce. When properly employed it assures performance standards are achieved, and quality and safety standards are assured.

Training Management is the entity used to assure efficient and effective use of training. Whether the training requirement is compliance based or need / performance based the goal of training is always the enhanced capability for individual employees to perform job related tasks.

The Five Functions

- ▣ Within the training organization, there are five interdependent functions of Training Management.

- ▣ They are:
 - Scheduling Function
 - Documentation Function
 - Curriculum Function
 - Resources Function
 - Review Function

The Five Functions

The Scheduling Function

The task of training scheduling is to bring together, Curriculum, Resources, and Students in an effective setting so a Training Event (training class) can occur.

The Five Functions

Documentation Function

The Documentation Function chronicles all training events (classes) and collects training statistical data for *Review Function* use. The Documentation Function begins with the taking of attendance in the classroom and continues through the recording of course completions / student credit often using a variety of documentation systems.

The Five Functions

Curriculum Function

The Curriculum Function consists of all training curriculum including: Plans of Instruction, Lesson Plans, Courseware, Training Videos, Software, Testing and Evaluation Documents, Reference Material, and Written Performance / Needs Assessments.

The Five Functions

Resources Function

The Resource Function consists of Instructors, Facilities, Computers, Audio Visual Equipment, Training Equipment and all Training Aids. It also consists of general support supplies required to support training.

The Five Functions

Review Function

The Review Function analyzes Training Organizational Performance, and makes adjustments to the Training Organization to maximize efficiency. The Review Function will, in concert with the other Training Functions, usually develop the annual training plan and the annual training budget.

The Instructor

- ▣ Instructor Characteristics
 - Sense of purpose
 - Ethics
 - Loyalty
 - Responsibility
 - Duties

Scenario 1

You are a 28-year-old single male instructor at a manufacturing plant. A 21-year-old female student approaches you and complains about the actions of another instructor. She alleges that the instructor placed his hands in "unauthorized places" while instructing her how to don a safety harness. She also stated the instructor made unwanted sexual comments about how the harness made her look. She states the other instructor made her feel uncomfortable, and that she wants you to be her instructor from now on. She stated there were no witnesses to the incident. This young woman has made, in your presence, some sexually suggestive remarks, and she has made it common knowledge that she thinks you're "cute." Determine what action or counseling you should take.

Scenario 2

You are required to teach the OSHA lead standard at a manufacturing plant where large amounts of lead are used. The federal standard requires you to teach employee rights under medical removal protection; workers access to exposure and medical records, and worker rights to observation of air monitoring. Your supervisor has instructed you not to teach these subjects because some union agitators would just use it to obstruct the flow of work, and get back at the company. Your company is undergoing a serious labor dispute with the union over contract negotiations. What do you do?

Scenario 3

The union members of your company have come back after a long and heated strike. You are their instructor for a week-long course. One of the members of your class is a person who resigned from the union during the strike and crossed the picket line to work. On the first morning several union members of the class make snide general remarks such as, "what stinks in here?" The union members refuse to participate with the non-union person, though your class calls for work teams. What course of action can you take?

Training the Differences

- ▣ Describe the symptoms of heat stroke.



Training the Differences

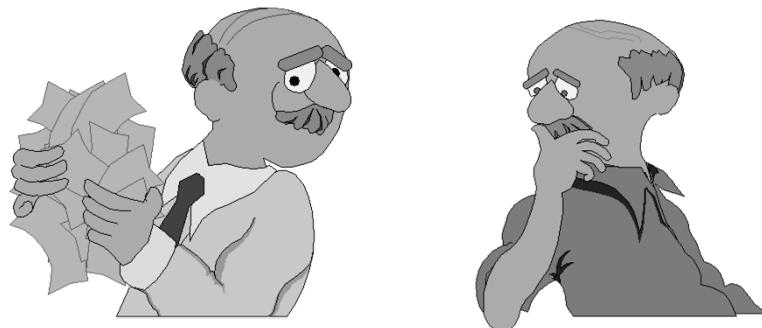


The Laws of Learning

- **Readiness**
- **Exercise**
- **Effect**
- **Primacy**
- **Intensity**
- **Recency**

The Laws of Learning

Readiness: A person learns best when there is a reason to learn.



The Laws of Learning

Exercise: Things most often repeated are best remembered



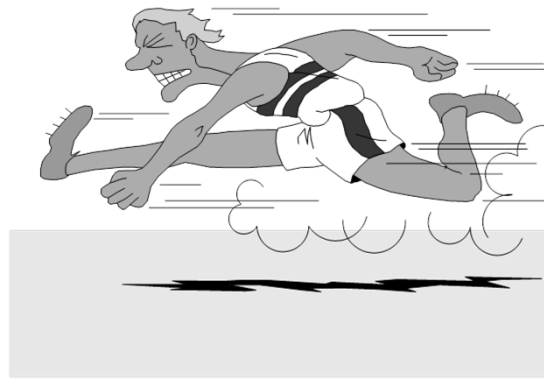
The Laws of Learning

Effect: Learning is strengthened when it is accompanied by a pleasant feeling.



The Laws of Learning

The Law of Primacy: Primacy, the state of being first, often creates a strong, unshakable impression.



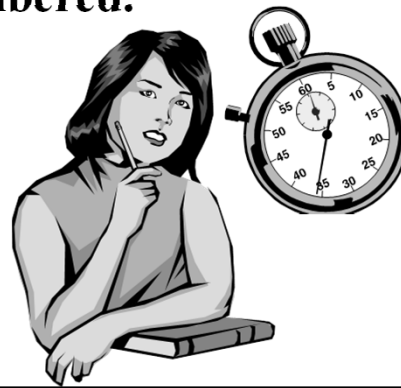
The Laws of Learning

The Law of Intensity: A vivid, dramatic, or exciting learning experience teaches more.



The Laws of Learning

The Law of Recency: Other things being equal, the things most recently learned are best remembered.



The Laws of Learning

- **Readiness**
- **Exercise**
- **Effect**
- **Primacy**
- **Intensity**
- **Recency**



Summary Part 1

- ▣ Training vs. Education
- ▣ Structure of the Training Organization
 - Scheduling
 - Documentation
 - Curriculum
 - Resources
 - Review

Summary Part 1

- ▣ Instructor Characteristics
 - Sense of purpose
 - Ethics
 - Loyalty
 - Responsibility
 - Duties
- ▣ Training the Differences

Summary Part 1

- ▣ Laws of Learning
 - Readiness
 - Exercise
 - Effect
 - Primacy
 - Intensity
 - Recency

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