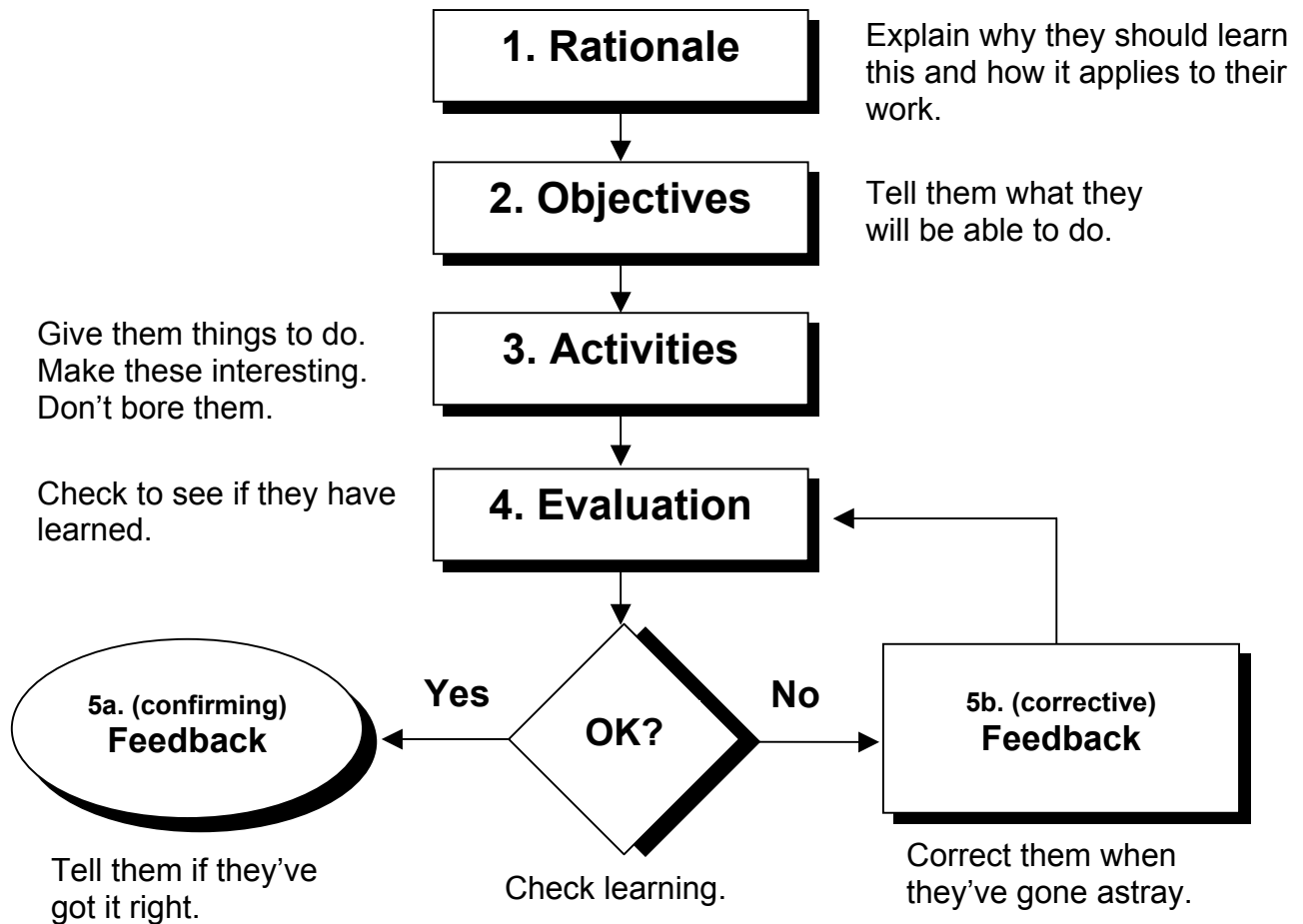


The Training Session Planning Sheet
Harold D. Stolovitch & Erica J. Keeps

(Excerpt from *Telling Ain't Training* by Harold D. Stolovitch and Erica J. Keeps)

What follows is a universal model for structuring any learning session. Applying this model can provide you with an instantly successful result.

Figure 6-2. Annotated Five-Step Model for Structuring Training

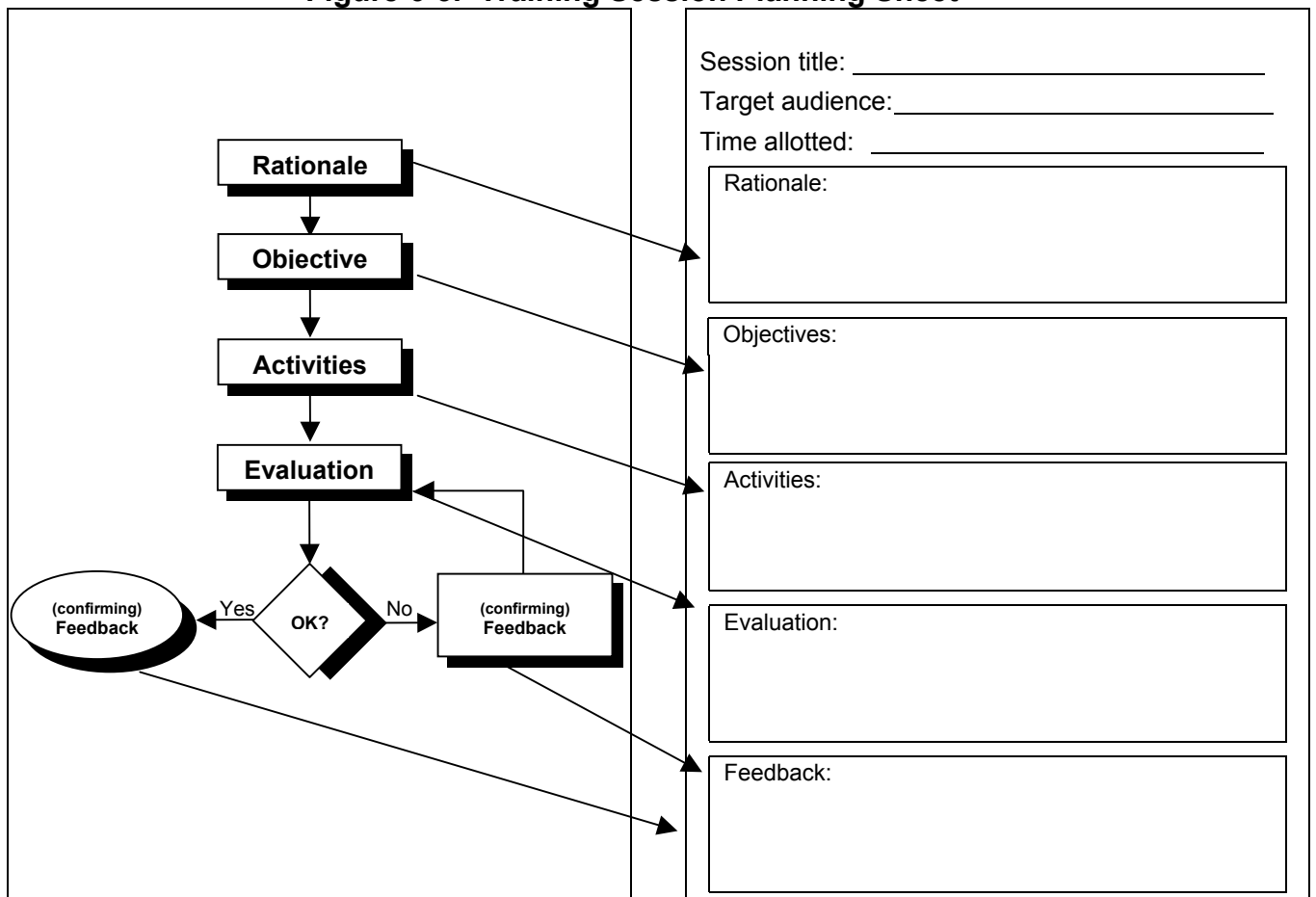


Examine Figure 6-3 and note how we have transformed the five-step model into a planning sheet. The planning sheet enables you to take a first cut at creating your training session. Also note two of its key characteristics. First, it is not content-centered. Rather, it forces you to think about the learners. It begins with the requirement for a rationale that provides meaningful benefits to learners. It also requires learner-centered, performance-based objectives that are meaningful to and valued by the learner. It specifies the activities that will lead the learners to objective attainment. Activities must maintain at least a 50-50 balance between learner and instructor or instructional content in self-paced mode. It then asks how learner attainment of the objectives will be evaluated.

The final step, corrective and confirming feedback, should be a natural outgrowth of the evaluation and spontaneously adapted to how each learner performs. It may be useful, however, to anticipate where difficulties will occur and how these can best be addressed if the learner needs to be brought back on track.

Second, note the brevity and simplicity of the planning sheet. You are asked to think about each session and then write your plan in bulleted format. Our natural tendency as content specialists or SMEs is to fill up a training session plan with content. Here, instead, we are asking you to focus first on the customer. When you have planned your training-learning strategy, you go for the necessary, relevant content that the learners can absorb and retain.

Figure 6-3. Training Session Planning Sheet



Harold D. Stolovitch and **Erica J. Keeps** share a common passion – helping people to learn and perform in ways that they and their organizations value. Together, they have devoted a combined total of over 70 years conducting research and making workplace learning and performance more enjoyable and effective. They are authors of numerous articles and books including the American Society for Training and Development’s best seller, *Telling Ain’t*

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