

# PERMEATING 70:20:10 THROUGH YOUR ORGANISATION



## MOVING FROM THEORY TO IMPLEMENTATION



Here are 3 courses designed to help you embed the 70:20:10 learning model into your workplace.

Blended learning is very popular but quite often misunderstood by organisations. This combination of 3 courses will ensure your people have critical knowledge of their roles and responsibilities to permeate 70:20:10 through the organisation.

### Suggestion

This day is structured to upskill and motivate different levels of people within your organisation in the one day. This is your chance to get a tipping point of employees and managers on a wave of blended learning. You really should consider sending at least 20% of your on-the-job trainers for the first session with a proportional representation of coaches to the second session. The third session focuses on leading the formal training function.

### Timetable

Since the context of the day is 70:20:10 we've even allocated the course times to be 70% 20% and 10% of the day:

Session Times	Course Title	Who should attend?	Cost
8.30am – 12.30pm (70% of Day)	<i>Train the On-The-Job Trainer</i>	On-The-Job Trainers	\$460 Ex GST
1.00pm – 3.30pm (20% of Day)	<i>Developing Coaching Styles</i>	Internal Coaches and Managers	\$270 Ex GST
4.00pm – 5.00pm (10% of Day)	<i>Leading and Leveraging the 10 in 70:20:10</i>	HR/OD Personnel who contract external trainer/facilitators/coaches	\$110 Ex GST

“ Goodbye training providers  
Hello performance consultants! ”



## Train the On-The-Job Trainer

**Most workplace learning hinges on these trainers.**

The “70” piece of 70:20:10 is highly dependent on the skills and knowledge of your On-The-Job Trainers. Organisations often trip themselves up by overly focussing on technical training for their On-The-Job Trainers. Surely it makes sense to give them practical skills to also be a trainer. Tell – Do is not going to permeate this learning model through the organisation. Participants will also discover how to overcome the 4 major stumbling blocks of on-the-job learning Attitudinal, Relevance, Inconsistency and Incompleteness.

**At the conclusion of this course, participants will be able to:**

- Illustrate the role and responsibilities of On-The-Job Trainers
- Determine which parts of On-The-Job training need to be structured and/or unstructured
- Check that your messages are being understood
- Convert some On-The-Job training to experiential style training
- Deliver training in a safe, staged and simple manner
- Organise training to help the trainee understand how the role contributes value at a macro level
- Build On-The-Job training action plans
- Construct meaningful On-The-Job Training

## Developing Coaching Styles

**Formalise the roles and responsibilities of Coaches in the Workplace**

The “20” piece of 70:20:10 hinges on coaching abilities. Here is a chance to fine-tune coaching skills. It’s not unusual in the workplace for people to be pursuing different outcomes. You certainly want to avoid people counter-pulling in opposing directions. Coaching is also a great opportunity to remove role ambiguity. Did you know role ambiguity is the #1 cause of conflict in the workplace? Coaching other people can be highly rewarding or highly frustrating. Participants will use the GROW model as a proven framework to permeate 70:20:10 learning.

**At the conclusion of this course, participants will be able to:**

- Illustrate the roles and responsibilities of Coaches
- Assess the current skill level of Coaches
- Build experiential learning activities into your coaching
- Develop active listening skills
- Discuss the role of trust and rapport in the coaching role
- Discuss the 4 biggest mistakes that coaches make
- Analyse the GROW coaching model
- Dealing with Resistance - role plays
- Build Coaching Action Plans
- Provide clear coaching development actions

## Leading and Leveraging the 10

**Leading the formal training function**

Now don’t miss this short session. This facilitated session will help you ensure you are getting the most amount of value out of the 10.

You’ve probably got a network of trainers/facilitators/coaches that you use. How do you know if you are getting value? Are they getting lazy? Are their training materials up to date?

This session ends the day of training and you’re certain to pick up tips from other people in the audience. Your facilitator is also an ex L&D Manager and will give you some supply chain stories that will make you laugh and weep at the same time. It’s a terrific session.

**At the conclusion of this session participants will be able to:**

- Discover the 4 key questions that must be asked before engaging an external knowledge/learning provider
- Discuss what content can be substituted with learning technology
- Pepper in “wisdom” from world experts at no additional cost
- Discuss the game providers play to push up prices and how to counter them
- Lead the project with clear expectations
- Build feedback loops to maintain momentum
- Discuss hidden charges and how to neutralise them once and for all

Email this registration form to [mail@preftrain.com.au](mailto:mail@preftrain.com.au) :

Name:  Position:

Company:

Address:

Phone:  Fax:  Email:

Pay by credit card:  Visa  Mastercard  Card holder Name:

Card Number:                 Card Expiry   /

Signature  or Direct Deposit to BSB 063 270 Acct No. 10072387

<b>MELBOURNE</b>	Wed 25 March Total No of seats	Saxons, L6/500 Collins St <input type="text"/>	<input type="checkbox"/> Train the On-The-Job Trainer \$460 ex GST	<input type="checkbox"/> Developing Coaching Styles \$270 ex GST	<input type="checkbox"/> Leading & Leveraging the 10 in 70:20:10 \$110 ex GST
<b>SYDNEY</b>	Wed 18 March Total No of seats	Saxons, L10/10 Barrack St <input type="text"/>	<input type="checkbox"/> Train the On-The-Job Trainer \$460 ex GST	<input type="checkbox"/> Developing Coaching Styles \$270 ex GST	<input type="checkbox"/> Leading & Leveraging the 10 in 70:20:10 \$110 ex GST
<b>BRISBANE</b>	Tues 3 March Total No of seats	Saxons, L11, 300 Adelaide St <input type="text"/>	<input type="checkbox"/> Train the On-The-Job Trainer \$460 ex GST	<input type="checkbox"/> Developing Coaching Styles \$270 ex GST	<input type="checkbox"/> Leading & Leveraging the 10 in 70:20:10 \$110 ex GST
<b>PERTH</b>	Wed 11 March Total No of seats	Saxons, L1/140 St Georges Tce <input type="text"/>	<input type="checkbox"/> Train the On-The-Job Trainer \$460 ex GST	<input type="checkbox"/> Developing Coaching Styles \$270 ex GST	<input type="checkbox"/> Leading & Leveraging the 10 in 70:20:10 \$110 ex GST
<b>ADELAIDE</b>	Thurs 30 April Total No of seats	Suite 504/L5/38 Gawler Pl <input type="text"/>	<input type="checkbox"/> Train the On-The-Job Trainer \$460 ex GST	<input type="checkbox"/> Developing Coaching Styles \$270 ex GST	<input type="checkbox"/> Leading & Leveraging the 10 in 70:20:10 \$110 ex GST
<b>Total for Training Programs: \$</b>	<input type="text"/> + GST				