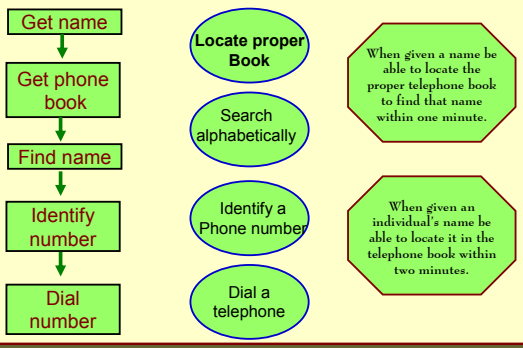
Advanced Industrial Psychology
Industrial Training

Developing a Training Outline

Process

1. Develop task list and flow chart.
2. From the task list develop initial list of required skills, abilities, knowledge, and characteristics.
3. Combine similar KSACs.
4. Identify critical KSACs.
5. Develop training objectives.



Exercise

1. Develop a list of skills, abilities, knowledge, and characteristics for the a training needs analysis task listing.

2. Develop a set of training objectives for the KSAC listing.

Sequencing

The process of deciding on the order in which information will be presented in a training program.

Chronological Sequencing

The content is arranged by time sequence. The presentation of later events is preceded by earlier events.

- Showing someone to open and pour a beer.
- Training someone to change a car tire.

Topical Sequencing

Learners are exposed to some concept, problem, or issue.

- Learners may be discuss the genesis of the topic.
- Learners may be led forward to determine what may happen if the problem is not solved.

Whole to Part Sequencing

Learners are first presented with a complete model or description of a model or work duty and instruction is organized around parts of this *whole*.

- Explaining a car engine by starting with the whole motor and then breaking it down into component parts.

Part to Whole Sequencing

Learners are introduced to each part of the larger concept, activity, or work duty and assemble these into a larger unit.

- Learning how to swim.
- Learning arithmetic.

Known to Unknown Sequencing

Learners are introduced to what they already know and are gradually led to what they do not know.

- Training someone who knows Microsoft Word how to operate WordPerfect.
- Building on someone's knowledge of Spanish as a basis of teaching them Italian.

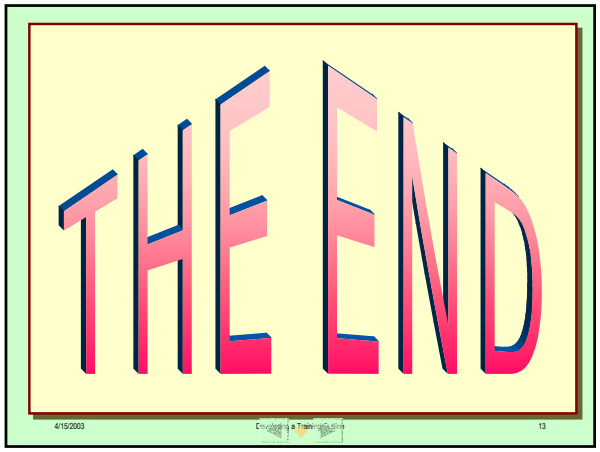
Unknown to Known Sequencing

Learners are deliberately disoriented by exposing them to a situation in which they are uninformed.

Step by Step Sequencing

Learners are introduced to a task of work duty through analyzing how the task is done then organizing training around these steps.

EXAMPLE??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