

# Train Colleagues in the Workplace.

**Workplace Training Course**  
 Unit Standard 27565 (v4) | Level 3 | 4 Credits



**\$345**  
 + GST  
 PER PERSON

Do your team leaders, supervisors or experienced employees regularly show others how to perform tasks, follow procedures or use workplace systems? This practical online course equips participants with the knowledge, skills and confidence to plan and deliver effective workplace training.

**Course Topics Include**

**Workplace Training Essentials**

- The workplace trainer role
- Workplace learning contexts
- Understanding organisational requirements
- Supporting learning in a work environment
- Principles of effective workplace training

**Preparing to Train**

- Identifying workplace training needs
- Understanding the task or process to be taught
- Planning workplace training activities
- Preparing the work environment and resources

**Delivering Workplace Training**

- Demonstrating tasks and procedures
- Supporting colleagues as they practice new skills
- Providing clear guidance and feedback

**Supporting Workplace Learning**

- Communicating expectations and outcomes
- Encouraging participation and engagement
- Adapting training to suit learner needs
- Creating a supportive learning environment

**Workplace Training Administration**

- Recording training activities where required
- Meeting organisational documentation expectations
- Communicating outcomes to relevant stakeholders

**Reviewing Your Training Practice**

- Gathering feedback from your colleagues
- Reflective practice
- Identifying opportunities for improvement

**Flexible delivery options**

Accessible, self-paced learning that fits around work commitments – supported by one of our experienced facilitators to ensure effective learning transfer and real-world application.

**Learning outcomes**

Aligned with Unit Standard 4098 v10 – Use standards to assess candidate performance, participants will be able to:

- Prepare for assessment
- Conduct assessment
- Complete assessment administration
- Review their assessment practice

**Investment**

\$345.00 + GST per person.

**On successful completion, learners are awarded NZQA Unit Standard 27565 (v4) | (Level 3) | 4 Credits**

**READY TO TRAIN COLLEAGUES IN YOUR WORKPLACE?**  
 Contact us now to enrol or learn more about this course for you or your team.

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