

Training need not be painful or dull.

Creative Training Materials

DEVELOPING EFFECTIVE MATERIALS

ABOUT US

Takmos LLC is a technical writing firm based in Ventura, California serving a range of industries.

We specialize in capturing tribal knowledge, creating manuals and procedures, and providing plain language summaries of technical materials.

SOLUTIONS

Training expertise includes: instructor led training, webinars, self-read slide decks, quick reference guides, and testing comprehension.

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Developing training materials is a significant resource commitment

For many organizations, training materials are a combination of off-the-shelf solutions supplemented with custom training materials to address company-specific training needs.

Curating training content can be overwhelming and lead to poor overall content quality. Quality in training materials encompasses not only pure technical content, but also the manner of delivery. Poor delivery diminishes even the best technical content.

First understand the problem

A Takmos client had a manufacturing issue. Finished product was out of specification. Was this an engineering problem? No. The underlying problem was one of communication and training. The vocabulary used between semi-conductor designer and fabricator was inconsistent and the imprecision of language led to unspoken assumptions that impacted manufacturing.

The training solution was simple; a set of design rule documents with terms defined and critical parameters illustrated.

Taking the time to understand and identify the real the problem was critical in designing the right-fit solution.

Then think about how people learn

Reading of standard operating procedures on one's own is a common training practice. Depending on the industry, this may be the predominant instructional method. However, there are limitations to the effectiveness of this method.

Adults learn best when verbal, visual and tactile cues are provided. At Takmos, we have experience crafting training for international manufacturing, sustainability and product development. We ensure materials are appropriate to the technical expertise, native language and culture of the audience.

Turn the page to learn more.



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CREATIVE TRAINING MATERIALS

Examples: Cross-functional training

In small organizations, the functions of industrial hygiene and occupational health may fall on a small group or individual, but EHS in larger organizations can include dozens to hundreds of individuals with diverse areas of focus.

Imagine a scenario where a new monitoring standard is scheduled for implementation. How do you train this wide group of individuals on the basic concepts of the standard in an engaging and effective manner?

The most effective training materials are no more complex than necessary and incorporate a variety of instructional methods to maintain interest and increase retention of key concepts. Simplicity of message and repetition of key concepts are critical factors in designing successful training materials.

In addition to an assigned self-read of the standard, consider an organized a group activity to reinforce the material.

Problem #1: How to make sure everyone participates?

Instructor led training is an effective method, but can be limited by lack of engagement from the trainees. Group activities, a lesser used instructional method, can be engaging, but care must still be taken to ensure everyone is an active participant.

Solution: Design an activity as a game or scenario to be solved by the entire group in such a way that each member must play an active part. For example, imagine a game where each individual is handed a card with one piece of information relevant to the larger scenario.

Problem #2: How to account for the various levels of technical expertise?

Training that speaks only to the extremes (novice or expert) will bore the expert and confuse the novice.

Solution: Leverage the technical experts to lead small break-out groups during a group activity. This permits the less expert individuals to learn the content from colleagues, and it permits the experts to reinforce their knowledge and feel valued. It also allows the most novice members to seek clarification from their colleagues.

Problem #3: How to verify the information was learned?

The goal of training is to impart knowledge. Regardless of entertainment value, a training can only truly be said to have been effective if the knowledge can be demonstrated.

Solution: The most common mechanism for verifying learning, a brief quiz, can be a simple paper and pencil test or can be an extension of the group activity in a quiz show format.

A group activity requiring approximately 45 minutes encourages interaction across functional areas and application of the concepts of the standard. This instructional method can be more effective than a lecture and can re-energize a team on a topic for which enthusiasm is sparse. And remember: shared experience and shared vocabulary are foundational for team building.

At Takmos, we are experienced in developing creative training materials. Group activities. Seminars. Self-read slide decks. Instructional materials that engage and enlighten.

Contact us to schedule a no-cost 4-hour work session.

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