

There are 8 principles of learning that a trainer or training developer needs to fully understand before designing a training program or type of instruction. These principles will ensure you select the right method of training for your audience based on the objective. They ensure you train your employees properly and the employees get the most out of the time spent in the learning environment.

The meaningfulness of presentation principle suggests training should be kept simple and related to things that the trainee already knows. This helps them “integrate the experiences into a usable pattern of knowledge and skills” (Bohlander & Snell, 2013, p. 302). Modeling involves demonstrating a task to a trainee. This is especially helpful for the visual learners. When designing training for your audience, consider the individual differences. Everyone learns in different ways. It is important to provide opportunities for active practice and repetition. This ensures tasks become well-known and even automatic reactions to situations. Goal setting in a training session shows trainees where they are going within the program. “It is likely to increase their level of interest, understanding, and effort directed toward the training” (Bohlander & Snell, 2013, p. 302). The whole-versus-part learning principle suggests it is best to breakdown a task to the lowest level to teach it. This gives trainees a better analysis of the task at hand. The massed-versus-distributed learning principle tells us to space out training over shorter, yet more sessions are better than longer and less sessions. Feedback is very important as it tells the trainee what they are doing well and what they need to improve upon. Without feedback, they don’t know how they are doing.

A feature I recently learned how to use is the Format Painter. It’s incredibly useful in Microsoft Word and I teach everyone I can how to use it. It saves a lot of time, especially in a document that has a lot of intricate formatting. The learning principle I would use to train a co-

worker is modeling. It is a very simple task to use the Format Painter feature and my co-workers already have a thorough understanding of how to use Microsoft Word. A simple demonstration would be enough to show them how to use the Format Painter in their work. If I worked in an environment where Microsoft Word was not commonly used, I would also have to incorporate whole-versus-part learning. I would need to break down the task even further by showing the students how to open Microsoft Word on their computer and give them an overview of it's overall formatting features.

References

Bohlander, George. & Snell, Scott. (2013). *Managing Human Resources* (16th ed.). Mason, OH:
South-Western.