

# QUICK GUIDE FOR TRAINERS

## TRAINING EMPLOYEES

### Introduction

Training is anything an employer does to help employees learn to do their work the way the employer wants them to do it. Training is an investment in people benefiting both the employer and employee. The investment in teaching allows an employee to do the job better. Doing the job better benefits both the employee and the business.

### Employees will learn when:

- The work environment encourages everyone to learn.
- Training is an active process involving reading, hearing, seeing and practicing.
- Managers provide guidance and direction.
- Training is sequential; one step building on the next.
- Training methods are varied to avoid boredom.
- Correct behavior is reinforced.

Training is different than doing. Effective training requires a procedure to organize and deliver information then evaluate the results.

### PREPARE

Define what the employees must know or be able to do at the conclusion of the training.

Establish "passing" performance and schedule training and competency evaluation.

Create a need to know—explain why the topic is important.

### TELL

**Tell** the employee about each step or each part of the task.

**Tell** the employees what you are doing during demonstrations.

### SHOW

**Show** the employee how to do each step or part of the task.

In demonstrating the task, explain each step emphasizing the key points and more difficult steps.

### DO

Have the employee **DO** each step of the task while being observed by the trainer and then without the trainer observing.

Ask the employee to explain each step as it is performed.

If steps or parts of the task are omitted, re-explain the steps and have the employee repeat them.

### REVIEW

**Review** each step or part of the task with the employee, offering encouragement, constructive criticism and additional pointers on how to do the job.

Be frank in the appraisal.

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## EXAMPLE: USING THE PTSDR PROCEDURE WITH THE POWERWASHING SOP

### PREPARE

Today, we are going to learn the proper procedures for powerwashing breeding and gestation barns.

Powerwashing regularly in breeding and gestation barns is important because it provides a clean environment for sows and caretakers. Regular cleaning helps minimize sow discomfort and maintain the facility and the equipment.

The comfort of the sows is important because it can relate to their ability to breed and carry a litter.

Maintenance of the facility and the equipment is important because it reduces costs, improves efficiency, and reduces injury to people and animals.

### TELL

**Tell** the employee about each step or each part of the task.

- There are 17 steps in the powerwashing procedure
- You will need these supplies: powerwasher, hose, wand and nozzle, and disinfectant (if labeled where animals are present)
- Powerwashing involves working with chemicals and slippery surfaces; thus, it's important to follow Safety Procedures to avoid injury.
- Cover all outlets.
- Do not aim directly at animals or people; watch for overspray and particles propelled by spray
- Avoid aiming at your feet
- Do not put exposed areas of skin into the water stream
- Wear PPE to protect skin and eyes; review all PPE required

### SHOW

Demonstrate the following:

- Ensure barn temperature is comfortable for animals before washing
- Ensure feed boxes are empty and drop balls are raised
- Properly remove sow cards from area
- Properly cover controllers with plastic
- Put on correct PPE
- Properly attach hose to high pressure line
- Ensure hoses are out of animal reach to prevent biting or chewing
- Make sure the wand is secure and turn on the powerwasher
- Begin washing with the ceiling; point out primary areas of focus according to SOP
- Report and record maintenance issues
- Put away equipment return sow cards properly
- Handle sows that become uncomfortable during washing

### DO

Have the employee **DO** each step of the task while being observed by the trainer and then without the trainer observing. For example, you may start by asking the employee to gather the appropriate supplies and put on the correct PPE without assistance first. Then, when he can do that correctly and without help, ask him to do the next part of the task.

Ask the employee to explain each step as it is performed.

If steps or parts of the task are omitted, re-explain the steps, demonstrate them, and have the employee repeat them.

### REVIEW

**Review** each step or part of the task with the employee, offering encouragement, constructive criticism and additional pointers on how to do the job.

Be frank in the appraisal.