READY-TO-USE TEMPLATE

# Run Training People Can Put to Work

A complete 45-minute training run sheet built around one practical skill.

45 minutes | 45-minute training session plan

Use the supplied wording as it is, or change it together. The Word file and Notion template are editable. Keep only notes you need.

## Prepare · One useful skill

Fill the bracketed items and test the activity before the session.

By the end, participants will be able to [observable action] in [real situation]. Bring one realistic example, one model attempt, a safe practice task, and a short checklist. Check access needs and equipment. Agree when participants will get time to use the skill at work.

## 0-5 min · Connect to the work

Tell people the purpose and invite their experience.

Today we will practice [skill] because [real need]. Where does this situation already show up in your work? What would make this useful? You can contribute aloud or in writing; passing is fine.

### Notes and changes for our situation

# Run Training People Can Put to Work

WORKING AGENDA / CONTINUED

## 5-12 min · Show one attempt

Explain choices, not just steps.

Demonstrate the task once. Say what you notice, what you choose, and why. Show one common difficulty and how you respond. Ask: What did you notice? What would you want to check before trying it?

## 12-28 min · Practice with feedback

Use pairs or individual practice; do not force public performance.

Round 1: try the task with the checklist. Partner observes one agreed behavior.
Feedback: I noticed [specific action]. Its effect was [effect]. How did it feel from your side?
Round 2: try again with one chosen change. Switch roles if relevant.

### Notes and changes for our situation

# Run Training People Can Put to Work

WORKING AGENDA / CONTINUED

## 28-37 min · Bring it into real conditions

Use a variation, not a trick question.

What changes when time is short, information is missing, or another team is involved? Try one realistic variation. Discuss when to stop and ask for help. Name what the training cannot solve without a change in the work environment.

## 37-45 min · Transfer and close

A next opportunity matters more than a satisfaction score alone.

Where will you use this next?
What support or access do you need?
Who will make that possible?
What evidence would show the practice helped?
When will we compare what happened?
What should we improve about this session?

## The thinking behind it

A person can leave training willing and capable, then return to conditions that make the skill impossible to use. Include the conditions in the learning plan.

Read When Mattering Isn't Enough by Nic Payne

# Keep the useful part

A shared record, not a transcript. Agree what belongs here and what should stay private.

### Date / people / purpose

### What we agreed

### Next step / owner / support / date

### What remains open

### When we will return to it

## What must change at work for this training to become useful?