

Creating Effective Performance-Based Job Aids™

The ***Creating Effective Performance-Based Job Aids™ Workshop*** is a complete, state-of-the-art, flexible set of tools (or job aids) — including paper based guides, checklists, and templates— to design and develop performance based job aids.

Course outcomes:

- Be able to determine if there is a need for learning or knowledge (i.e. skills development)
- Know where this knowledge should reside (I.e. in a job aid, in their head or elsewhere)
- Specify the correct job aid to achieve the desired outcomes for the job
- Determine the appropriate format and structure of the job aid
- Plan and design the appropriate job aid
- Validate and test the effectiveness of the job aid, and lastly
- Measure the overall impact of this job aid on achieving Organizational goals

Three objectives for this workshop will be:

1. Learn how to identify when it is appropriate to design and develop a job aid to improve workplace performance
2. Get hands on practice and experience in using the tools and processes you need to create effective, performance-based job aids
3. Learning how to test and validate the job aids to ensure that they improve workplace performance and are tied to achieving organizational goals

The tools are based heavily on the validated work and processes of pioneers in human performance improvement (HPI) such as Thomas Gilbert and others, while incorporating decades of real-world execution.

The course includes 'real life' practices and opportunities to design, develop and test their own performance-based job aids on one another. The participants will use to review findings from a *Performance DNA* analysis and make decisions about influences require training and a job aid and how to create that job aid.

In addition to standard course materials, participants receive a complete set of guides (job aids) to support their work, as well as a set of templates/worksheets that can use beyond the class to apply this methodology.

The Facilitator will share real life examples, brief presentations to overview the process, and provide an interactive environment to ensure transfer of critical skills in building performance based training.

Workshop length: 1 ½ days