The Seven Steps for Effective Employee Training Worksheet

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| 1. Objective of the training. How will you explain the objective and importance of the task or skill? |
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| 1. Procedure. Explain the procedure by writing it below |
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| 1. Demonstrate. Plan below how you will demonstrate the task or skill |
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| 1. Observe. Write down your observations during your observation of the employee |
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| 1. What feedback and additional coaching is required? |
| 1. Encourage. Express confidence in their ability to succeed |
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| 1. Follow-up. What are the follow-up steps?? Agree on time & date |
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