

Review the following page to understand how to properly train a Partner using this digital training checklist.

Task Completed?

Yes

N/A

Checklist instructions:

- **Redacted**
Redacted
Redacted
Redacted
Redacted

Prepare to yourself BEFORE training the Partner:

- **Redacted**
Redacted
Redacted

Redacted

- Redacted**
Redacted
Redacted

Redacted

Opening Discussion

Page 2 of 5

Prepare **Redacted** to engage with Modalities content.

Task Completed?

Yes

N/A

Discuss training modalities with the **Redacted to asses their previous experience designing and developing different training modalities.**

- Use the information gained here to guide your discussion throughout this On-the-Job Training (OJT).
- Possible prompts:
 - What's your favorite modality to develop? What's your favorite modality to experience? Is there a difference? If so, why?
 - Was there a time you had to use your understanding of a situation to determine what modality would serve that context best?
 - Is there a modality you're most excited to grow your design and development skills for?

Review the objectives for modalities training:

- Define the main training modalities used by Learning Solutions.
- Explain the key characteristics, benefits, and limitations, of each modality.
- Choose the best modality for a training situation.

Inform **Redacted that at the end of their modalities training, they will complete a self-directed learning activity in which they will explain their choice of modality that will best serve a provided scenario.**

Modalities Exploration

Page 3 of 5

Move to the **Redacted** to review and perform the following tasks.

Task Completed?

Yes

N/A

Discuss **Redacted how identifying the best modality for a situation supports training efficacy.**

- Ensuring that training methods align with learners' contexts/needs enhances engagement.
- Learners retain information with greater ease when presented in a way that matches the context.
- The right training approach can save time and resources.

- Different formats make training accessible to diverse learner needs.
- Matching the training method to the content ensures it's delivered in the most effective way possible.

Review the Core Modalities Quick Reference Guide (QRG).

[Core Modalities QRG](#)

Show **Redacted examples of each modality and discuss the definitions, pros, and cons of each, clarifying any questions **Redacted** may have.**

- Point out which modalities were implemented for this training so the Partner is able to make connections (video, eLearning, OJT, QRG, and, lastly, a self-directed learning activity in **Redacted**),
- Click on the numbered links on the Modalities QRG for more examples.

Inform **Redacted that while the core and supporting modalities list our most common training formats, the work can take other forms depending on the need.**

Modalities Practice

Provide an overview of overall actions needing to be accomplished.

Page 4 of 5

Task Completed?

Yes N/A

Discuss the following scenario and the questions below with **Redacted:**

*There have been a number of incidents at several Dallas stores related to slippery floors. It turns out an entire population of **Redacted** was not trained on spot mopping.*

- What modalities would make sense? Why? (Sample talking points below.)
 - OJT: Hands-on training sessions allow Partners to practice spot mopping techniques under supervision, ensuring they can perform the task correctly and safely. This immediate feedback helps solidify proper practices.
 - Training Aid: Strategically placed aids serve as constant reminders of proper techniques. These can quickly reinforce the key steps Partners need to follow.
- What modalities would not make sense? Why? (Sample talking points below.)
 - ILT: Organizing and conducting a training class is resource-intensive and takes Store Partners away from their regular duties.
 - eLearning/Video/Self-Directed Learner Activity: These formats are not optimized for practicing or being coached on a skill or procedure.

Show **Redacted the How to Make a Sandwich Learning Experience.**

[How to Make a Sandwich Learning Experience](#)

Answer any questions **Redacted may have regarding the experience.**

Redacted

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]