



## Training Transfer Duties

Trainer	Supervisor	Learner
<b>Before Training</b>		
<ul style="list-style-type: none"> <li>• Sell training transfer to the organization</li> <li>• Organize a training partnership meeting</li> <li>• Attend training partnership meeting</li> <li>• Work in partnership to design or redesign course</li> <li>• Design shelf-resistant instructional materials</li> <li>• Maximize use of job aids</li> <li>• Advertise course</li> <li>• Distribute performance kit to supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Help trainers gather information</li> <li>• Attend training partnership meeting</li> <li>• Work in partnership to design or redesign course</li> <li>• Use performance kit to prepare learner</li> <li>• Prepare to cover employee absence</li> </ul>	<ul style="list-style-type: none"> <li>• Help trainers gather information</li> <li>• Attend training partnership meeting</li> <li>• Use performance kit to prepare for course</li> </ul>
<b>During Training</b>		
<ul style="list-style-type: none"> <li>• Prevent outside disturbances</li> <li>• Economize class time</li> <li>• Maximize practice</li> <li>• Use all six stages of the Learning Strategy</li> <li>• Maximize use of groups</li> <li>• Allow time to update action plan</li> <li>• Allow time for relapse prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Cover employee absence</li> </ul>	<ul style="list-style-type: none"> <li>• Think post-training throughout workshop</li> <li>• Actively participate in class activities</li> <li>• Develop and maintain contact with other learners</li> <li>• Maintain an action plan</li> <li>• Develop relapse prevention strategy</li> </ul>



Trainer	Supervisor	Learner
<b>After Training</b>		
<ul style="list-style-type: none"> <li>• Help learner maintain contact with other learners</li> <li>• Arrange a training partnership debrief</li> <li>• Participate in training partnership debrief</li> <li>• Report progress to upper management</li> </ul>	<ul style="list-style-type: none"> <li>• Debrief returning learner</li> <li>• Schedule appropriate work for learner</li> <li>• Have learner brief co-workers</li> <li>• Follow-up on application of training</li> <li>• Participate in training partnership debrief</li> <li>• Report progress to trainer</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in debrief with supervisor</li> <li>• Brief co-workers</li> <li>• Maintain contact with other learners</li> <li>• Participate in training partnership debrief</li> <li>• Report progress to supervisor</li> </ul>