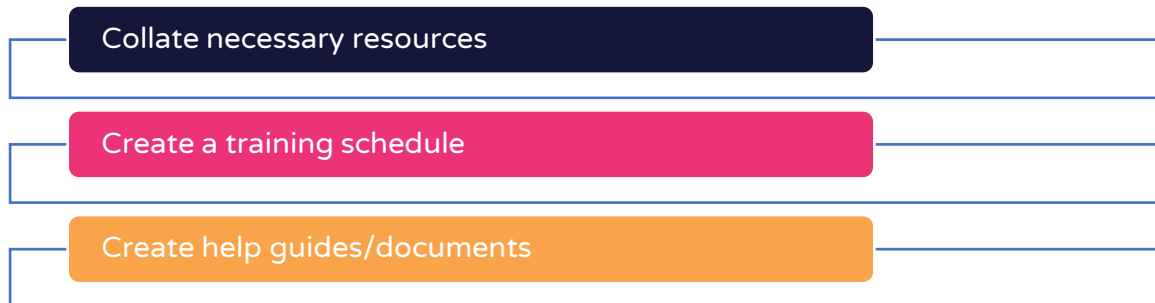


# How to train your peers

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## Preparing for the training



### *Collate necessary resources*

Make sure you prepare all of the necessary resources that your co-worker would need for this training.

For example, do they need licenses or accounts for particular software, or new equipment?

### *Create a training schedule*

Create a training schedule so you and your co-worker can follow the steps you need to take to become fully trained in a particular skill.

Identify the objectives of the training, any key milestones they would need to hit and when, and the steps they need to follow to get there.

### *Create help guides/documents*

Create documents and guides that your co-worker can refer back to.

They may not remember everything straight away, so this can be a helpful source of information for them as they're learning.

### **Get to know your peers**

Make your co-worker feel comfortable by getting to know them, and finding out what works best for them so the training you're delivering meets their needs.

Do they already have some training and knowledge of the topic? How do they learn best? Adapting the training to align with their learning style will help them learn faster and increase the likelihood of them understanding.

### **Lead by example**

Give your co-worker the opportunity to shadow people who are confident in the areas you are training them in. This way they can see best practices and ask questions to clear up any confusion.

### **Provide feedback**

Give your co-worker regular opportunities to apply what they have learned and begin to put it to practice. This is the best way to check if they have truly understood the information, and for you to provide feedback.

Make sure your feedback is constructive and provides clear steps they can take to improve.

### **Don't overwhelm them**

It is important to remember that while you may be confident in using certain systems or skills, this might be the first time for your co-worker. Break concepts down into small, manageable steps.

### **Ask for their input**

Make sure you communicate with your co-worker and check in with them. Are they comfortable with the pace of the training? Do they want additional support in any particular areas?

Give them the time and space to ask these questions, as they may not feel comfortable initially asking for this help.