

Unit Title: Getting the Most out of Training
Unit Level: 1
Unit Credit Value: 1
GLH: 9
LASER Unit Code: CAL970
Ofqual Unit Code: R/600/9914

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how to listen in a training environment.	1.1	Identify three strategies for effective listening.
		1.2	Identify some barriers to effective listening.
		1.3	Identify the listening skills they have used in a training environment.
2.	Understand how to contribute actively to training.	2.1	Contribute ideas and ask questions.
		2.2	Outline the possible barriers to contributing to a group activity or discussion.
3.	Keep training information in a usable format.	3.1	Identify suitable methods of retaining information from training.
		3.2	Demonstrate effective strategies for taking notes during training.

Assessment Guidance:
NA

Additional Information:
NA