

Worksheet 4.3

Gagne's Training Events

1. **Gain participants' attention.** In order for learning to take place, you must first capture the attention of the participant. You can do this by asking a thought-provoking question or sharing an interesting fact. You want the participants to be able to answer the question, "What's in it for me?"
2. **Inform participants of the learning objectives.** In each training or training module, participants should be told the learning objectives. This sets up participants' expectations and helps to motivate them.
3. **Stimulate recall of prior learning.** Associating new information with prior knowledge can facilitate the learning process. This can be done by asking questions about previous experiences, understanding of previous concepts or body of knowledge.
4. **Present the content.** New content is presented to participants. Content is usually explained and then demonstrated.
5. **Provide participant guidance.** Guidance will help participants remember the content. Some typical ways to provide guidance is to provide examples, present case studies, or use graphic representations.
6. **Practice.** Participants are required to practice a new skill or behavior.
7. **Provide feedback.** As participants practice their new skill or behavior, it is important to provide feedback. Practice is generally done in learning activities. Instructors provide feedback when they debrief from the activity.
8. **Assess performance.** Participants are given a post-test to measure learning.
9. **Enhance retention and transfer to the job.** The repetition of key concepts is one way to enhance retention. Asking questions about how the new skills or behaviors can be applied to participants' jobs will stimulate transfer of learning. Templates, references, and resources that participants take from the training will also help in learning transfer.