

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Getting the Most out of Training
Unit Reference Number:	Y/615/6980
Level:	Entry 3
Credit Value:	1
Minimum GLH:	10

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to listen in a training environment	1.1 Identify two strategies for effective listening
	1.2 List two barriers to effective listening
	1.3 State the listening skills they have used in a training environment
2. Be able to contribute actively to training	2.1 Demonstrate answering and asking appropriate questions during training
	2.2 Name two possible barriers to contributing to a group activity or discussion
	2.3 Demonstrate contributing to a group activity or discussion
3. Be able to retain information learned through training	3.1 Demonstrate a suitable method of retaining information from training
	3.2 Give an example of an effective strategy for taking notes during training