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| --- |
| What does the employee need to learn? |
| How does this fit into the big picture? |
| How will it help them? |
| If introducing a new skill, what questions will you ask to understand what they already know about the skill?  |
| What steps will you take to demonstrate the task/skill? 1)2)3)4)5) |
| What will you need to teach the task/skill?  |
| When will you assess their skill level/improvement? |
| What kind of follow-up will you do? When? |

## College of Charleston Supervisor’s Guide to Teaching a New Job Skill

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