

## **Teacher's Notes on Module:                    Orientation to Training**

### **Objectives:**

The objective of this module is to help learners adapt to the training environment, to examine their own reasons for doing their course, and to develop an awareness of how others will perceive them.

### **Suggested order of worksheets:**

#### **1. The Class Contract**

To give learners the opportunity to draw up their own rules and regulations to be followed during the training period. To develop a contract and learning agreement with their instructor and with their fellow learners in the interests of developing a good working relationship.

#### **2. Sample Class Contract**

Learners read a sample contract which can be used as a basis for their own class contract. Learners suggest changes, additions etc.

#### **3. FÁS Training**

To familiarise learners with induction programmes and codes of conduct, learners read about a FÁS trainee and her experiences on her first day and examine appropriate and inappropriate behaviour in a training environment.

#### **4. Questionnaire for References**

Learners assess themselves with a view to understanding the perceptions that others will have of them. Learners think about their performance in relation to attendance, punctuality, etc.

#### **5. Formal Letter Writing**

To familiarise learners with the layout, language and tone of formal letters.

### **Language and Vocabulary**

- Vocabulary used to describe demeanour and behaviour.
- Vocabulary, language and tone in formal letters.