RISKY BUSINESS

Most of us try to avoid doing it.

Some of us *have to* do it.

A few of us actually enjoy doing it! :-)

Of what are we speaking? Task Analysis, of course!

If you're a technical or vocational trainer, you are bound to have to use this type of analysis for designing your training, whether online, in the classroom or on the job.

A task analysis helps us figure out the best method and sequence to complete a specific task.

WHEN TO USE IT?
The more risky, new or complex a task is, the greater the need to do a task analysis.

HOW TO DO IT?

1. **Observe the task** conducted by a typical performer and record the steps.

2. **Interview a master performer** to validate easy and difficult steps and discover any "tricks of the trade" previously used in training.

3. **Interview the boss/supervisor** of the typical performer to validate how things "ought" to be done.

4. **Use a task force** to identify regional differences, develop support and get ideas from **experts**.

5. **Brainstorm with the target population** to validate the easy and difficult parts and/or special problems associated with learning this task.

6. **Validate** all of the above with a *final observation*.

The "risky business" of task analysis is NOT doing one when it's needed!

To learn more about task analysis and practice how to effectively conduct one, click **HERE** and check out our workshop, *How To Design Effective Training Programs* or *Certified Instructional Systems Designer.*

No more risky business!

Maria Chilcote & Melissa Smith
Managing Partners
The Training Clinic

The Training Clinic
We're all on this journey together!

The Training Clinic
thetrainingclinic.com
info@thetrainingclinic.com
800-937-4698