

OJT Instructor Refresher Course

Date	As agreed on / on request
Venue	Flexible
Schedule and additional information	Schedule is specified on placing the order
Format of studies	Classroom teaching
Language(s) of instruction	Estonian or English
Lecturer(s)	EAVA lecturers, the co-operation partner in the field of practical teaching skills is <i>SA Omanõolise Kooli Arenduskeskus</i>
Volume	Contact teaching 12 academic hours
Price	As agreed on
Target group	The refresher course aimed at ATCs already qualified as OJT instructors
Size of group	As agreed on
Goal	<ul style="list-style-type: none">• To highlight and reinforce the methodology of on-the-job-training (OJT);• To give an overview of legislation related to OJT;• To highlight the activities of the training plan when supervising new colleagues;• To provide skills to creatively approach each and every trainee;• To advance the understanding of the importance of team work in effective supervision process.
Topics	<ol style="list-style-type: none">1. Conducting an interview (discussion) and asking questions;2. Goal setting;3. Giving feedback;4. Learner (learning styles and other aspects of importance to adult learners);5. The different roles of an OJT instructor in supervision;6. Communication (use of rank in supervision);7. Personal traits of an individual;8. Motivation (the essence of motivation, generating and maintaining motivation, motivation of the supervisor);9. Stress awareness and stress management strategies;10. Practical skills in supervision: briefing, working methods, winding up, assessment;11. Legislation and safety regulations;12. Mental model;13. Situational awareness;14. Team work.

Requirements set for passing the course	Active participation in all of the contact classes
Documents issued on completion of the course	Certificate issued by Estonian Aviation Academy
Registration and further information	Anu Vare, anu.vare@eava.ee The order shall have to be placed 3 months in advance

