

APPENDIX A

TRAINING PROCEDURES GUIDE

The following guide is provided to help you design effective training using the Five-P Model (planning, preparing, presenting, practicing, and performing).

A-1. Planning

- Review command guidance, unit missions, and FM 25-100.
 - Review the training objective (task, conditions, and standards).
 - Determine the soldiers or units to be trained.
 - Determine the place and time of training.
 - Determine the resources and facilities available.
 - Consult training references.
 - Review coordinating instructions and special considerations.
 - Use backward planning.
 - Determine what, where, how, and when the training will take place.
 - List all necessary actions to prepare for training.
 - Estimate the time needed for each action.
 - Arrange the necessary actions in reverse order, beginning with the last action and working back to the first.
 - Schedule the necessary actions.
- Develop the training outline.
 - Write a training statement based on the training objective.
 - Develop a caution statement (personnel or equipment hazards or security classification).

- Select the presentation method (demonstration, demonstration with practice, conference, lecture, or combination of two or more).

- Address pretest, if applicable.

A-2. Preparing

- Prepare yourself.
 - Know how to perform the task being trained.
 - Know how to train others to perform the task.
- Prepare the soldiers.
 - Identify the soldiers or units to be trained.
 - Motivate the soldiers.
 - Announce the training.
 - Train any prerequisite tasks first.
- Prepare the equipment, facilities, and materials.
 - Reserve, request, and requisition.
 - Receive equipment and materials before rehearsals.
 - Operate the equipment to become familiar with it and to check it for completeness and spare parts.
- Prepare the training support personnel.
 - Ensure they understand their support roles.
 - Ensure they know their role as evaluators.

- Ensure they are equipped and prepared to perform.

A-3. Presenting

- Provide enough information to permit practice.
- Give information that motivates.
- Present information that allows transfer of training, if applicable.
- Tell the soldiers exact task, conditions, and standard.

A-4. Practicing

- Train the tasks step by step.
 - Give the soldiers a basic knowledge of, and familiarity with, each task.
 - Build confidence.

- Train the tasks to standard.

- Improve soldier performance to meet the training objective standards.

- Use sustainment training.

- Train the tasks in realistic settings.

- Add realism to increase the challenge.

- Train to achieve time requirements.

- Use sustainment training.

A-5. Performing

- Evaluate performance with a post-training check, by sampling, by on-the-job observation, by test or evaluation by higher headquarters, or by internal evaluation.

- Record and report the results.