BBG / PRACTICAL IMPROVEMENT

Training and teach-back planner

Watching someone ride a bike does not mean you can ride one.
If they cannot teach it back, you have not taught it yet.

Learner	Trainer	Date

1 Task and expected result

What should the learner be able to do? What shows it is right?

2 Start with the learner

What do they already know or do?

What on the floor will make this harder for them?

3 Show the task and explain why

Key steps and why they matter

Key checks and when to ask for help

4 Practice with support

What will they try while you watch? What help will you give?

5 Ask them to explain and perform

What did they explain and do? Be specific.

What gaps or help did you observe?

6 Agree the support and next check

What can they do now? What help remains? Who will check again, and when?

Ask them: what would make you ready to do this alone? Then change how you teach, not who you blame.

Print it or type in it. Keep notes short so they print in full.

One idea like this every weekday: bigbeardedginger.com/library/briefs/