



KeyTrain® Observation Course Objectives, Outlines and Estimated Times of Completion

Observation Course Description:

KeyTrain's Observation course teaches the skill of observing work-related situations and being able to understand and/or duplicate activities as they pertain to the situations. Upon completion of the course, the learner will be able to remember and apply straightforward instructions, presented with few distractions and extraneous details. Examples and situations focus on applying this ability in real-world situations. The KeyTrain Observation program provides video excerpts for the students to practice observing workplace situations, in order to prepare them for the WorkKeys assessment. The program uses a variety of interactive exercises so that the learner can practice each concept. KeyTrain courses are comprehensive and easy-to-use. A full human-voice sound track and immediate feedback aid learning.

Observation Level 3 Course Objectives:

The learner shall: understand the importance of remembering; learn to pay attention; rehearse information to aid memory; understand and overcome factors that interfere with good memory; develop visual perception skills. Use signal words to concentrate on specific points; notice when attention is directed to a point; understand how repetition adds emphasis to a point; categorize information to gain a sense of the "big picture." Visualize situations to aid memory and understanding; focus on details. Overcome obstacles to good observation, such as noise, movement, lighting, comfort level, and other people. Observe multimedia excerpts to practice comprehension and retention of procedures and information.

Observation Level 3 Course Outline:

Introduction; Memory Skills; Recognizing Main Ideas; Visualization; Overcoming Obstacles: Observation Exercises (practice opportunities utilizing video); Quiz (video excerpts to affirm course content)

Observation Level 4 Course Objectives:

The learner shall: remember details from visual prompts; notice when color is used as a key factor; notice the environment for the task; given conditions and requirements for a task, choose the appropriate tools for the job; notice and remember information on labels and indications. Assemble puzzles to evaluate how pieces fit together; identify the component from a close-up picture; relate observations to their experience, in order to use the information; draw conclusions based on observations; identify out of limit conditions, given acceptance criteria. Answer who?, what?, when?, where?, and why? in observing; visualize performance of the task to aid memory; use or imagine using all five senses to improve recall; take notes of observed tasks. Recognize patterns and sequences and apply them to on-the-job activities; follow sequential procedures to perform a task; apply a known procedural sequence to a new task. Observe multimedia excerpts to practice comprehension and retention of procedures and information.

Observation Level 4 Course Outline:

Introduction; Paying Attention to details; How Parts relate to the Whole; Memory Skills; Sequencing Skills; Observation Exercises (practice opportunities utilizing video); Quiz (video excerpts to affirm course content)

Observation Level 5 Course Objectives:

The learner shall: evaluate the context of the situation; consider how the observer's role affects what they notice; look at a series of pictures and determine items that are out of context; notice differences between similar objects; imagine being indifferent roles and observe situations from that role; consider how perspective being involved in a situation impacts observation.

Evaluate personal observation style, such as noticing only familiar items; consider visual, auditory, and kinesthetic styles of observing; evaluate personal patterns of observation to identify weaknesses; integrate all 5 senses in observing. Observe and remember patterns; take notes to remember important facts; complete exercises to improve memory. Sustain attention using eye contact, association, refocusing, and verbal cues. Observe multimedia excerpts to practice comprehension and retention of procedures and information.

Observation Level 5 Course Outline:

Introduction; Determining Context; Observation Style; Memory Skills; Sustaining Attention; Observation Exercises (practice opportunities utilizing video); Quiz (video excerpts to affirm course content)

Observation Level 6 Course Objectives:

The learner shall: remember details that are not clearly explained; distinguish important details from unimportant ones; be aware of the environment without letting it distract attention; prepare themselves to avoid mental distractions. Understand how one step in a process affects another; given an assignment, determine the proper sequence of tasks; visualize a process and consider the time constraints; compare, evaluate and predict to adapt observations to different situations. Understand the process of memory including recording, sorting, and recalling information; use short-term memory; understand the role of exposure time, repetition, and sensory involvement in memory; use strategies to improve memory; practice visual and auditory memory exercises. Apply observations to determine cause-effect relationships; infer a correlation given information to solve a problem. Observe multimedia excerpts to practice comprehension and retention of procedures and information.

Observation Level 6 Course Outline:

Introduction; Getting Details Without Distractions; Integrating Information; Memory Skills; Cause-Effect Relationships; Observation Exercises (practice opportunities utilizing video); Quiz (video excerpts to affirm course content)

Observation Estimated Time of Completion

Note: Although KeyTrain courses are delivered as an entire course with all Levels we are providing Level completion times.

Course Name	Section Title	Estimated Time of Completion
KeyTrain Observation	Introduction and Work Keys Introduction	1 hour
KeyTrain Observation	Pre-Test	1 hour
KeyTrain Observation	Level 3	8 hours
KeyTrain Observation	Level 4	8 hours
KeyTrain Observation	Level 5	8 hours
KeyTrain Observation	Level 6	8 hours