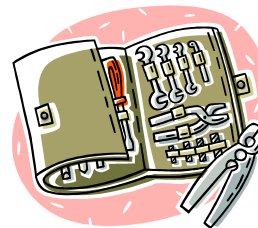# The Training Process

Training

- Organized learning activity
- Provided by an employer
- To equip employees with knowledge or skills development
- So the employees can efficiently and effectively perform current work tasks to standards
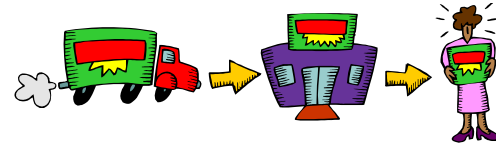
A training need is different from:

a "motivational" need

a "resource" need

# The 4 Key Training Processes:

- Design

- Development

- Delivery

- Evaluation (and improvement)

Design


- Who needs training? What is it that they need to "know" and/or be able to do"?

- How many people need the training?

- When is the training needed?

- What are the work standards we need to train toward?

- Who will deliver the training?

- Where will the training be delivered? How will it be delivered?

Development
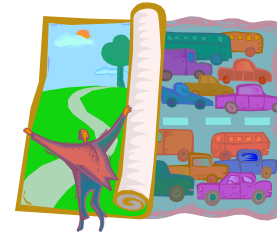
- What are the key learning objectives?

- What is the current knowledge/skill level of the participants?

- What content needs to be created?

- What equipment, material, or tools will we need?

- Instructor Qualifications and preparation

- What communication is necessary?

Development (continued)
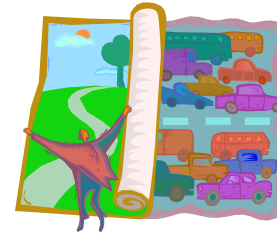
- **Participant and Instructor materials**

- **Visual learning aides and equipment**

- **Room and Room Set-Up**

- **Exercises, assignments**

- **Time-line, schedule, and agenda**

Delivery

- **Verbal instruction**

- **Demonstration**

- **Hands—On activity**

- **Exercises and Practice (with coaching and feedback)**

- **Structured discussion**

- **E-learning tools**

- **Review (Questions and Answers)**

Evaluating

- **What needs to be evaluated?**

- **When?**

- **How?**

- **Who will be evaluated?**

- **Who will evaluate?**

- **What will be done with the results?**

Curriculum for Building Teaching, Facilitating, and Other Key Skills

Objective: Develop skills to effectively design, develop, deliver and evaluate learning solutions.

Objective: Gain useful knowledge on decision-making/ & problem-solving, communication & feedback, facilitating meetings, and effective presentations.

Curriculum

Coursework

Practice

Coaching & Feedback

Skills for Success!

Coursework

- **Adult Learning Principles**
  - What's different for adult's when it comes to learning?
  - Learning Style preferences

- **Measurable Learning Objectives**
  - The critical factor for "success"
  - Ensuring ROI for our investment

- **Presentation Skills (1-2 hours)**
  - Adapting content and delivery to the "audience"
  - Tips for improving the effectiveness for your presentation delivery

- **Facilitating For Results (2-3 hours)**
  - How to conduct an effective business meeting
  - Application of "facilitation" skills in a learning activity

- **Interpersonal Communication**
  - Social Styles
  - True Colors

- **How to Be An Effective Participant**

- **Decision Making – Problem Solving models & Techniques (1-2 hours)**

Practice

- **Exercises during coursework**

- **"On-the-Job"**

Coaching & Feedback

Skills for Success!