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The Road To Successful Training

Performance Based Training Gets Results

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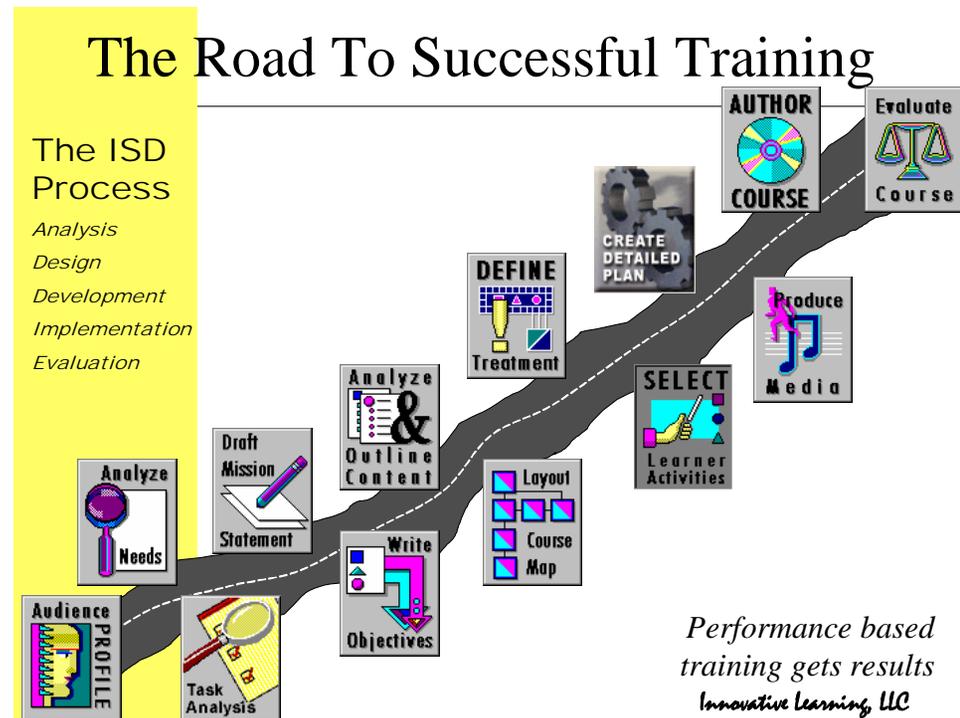
Performance Based Training Gets Results

Introduction

Effective training is when the participant, at the completion of the training, can do something that will improve their job performance. An understanding of who you plan to train and what they need to be able to do to be successful in their job is the first task. A task analysis approach focuses on all the duties and tasks of a specific job; an analyze needs approach focuses on the skills gaps in the current performance of incumbents. Either approach requires an overall mission and identifies specific learning objectives that will guide the entire process. The graphic shows the milestones on the road to successful, performance based training.

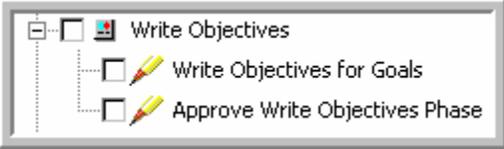
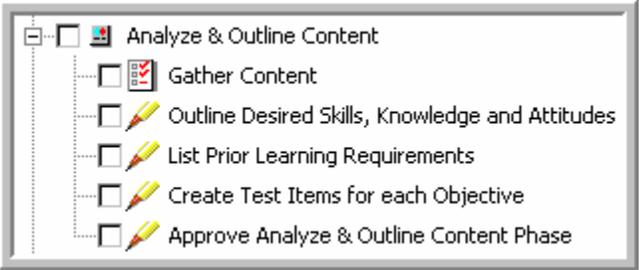
Effective training does not just happen; it must be created using a proven process. Oftentimes, existing training can be incorporated into a new design and accelerate progress along the road. More often than not, existing training is piece meal and has been designed without any real plan, audience profile, needs or tasks analysis. *And managers wonder why the associates don't perform better following training!* Maybe management should get their part of the training program right and the associates will perform better.

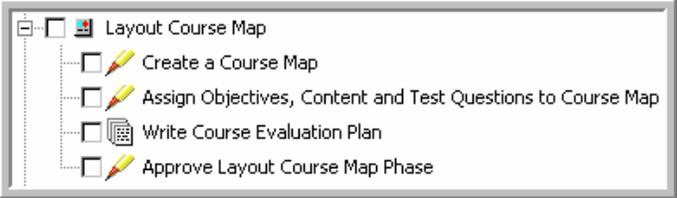
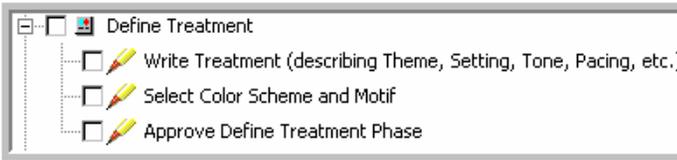
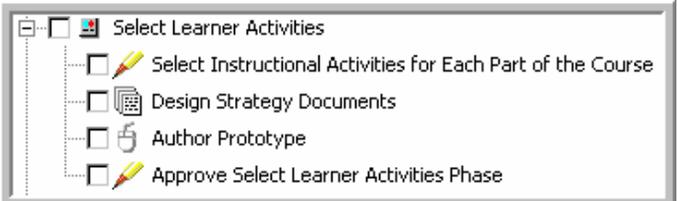
Each of the milestone steps, shown as buttons on the graphic, includes tasks that must be completed during that step. The next pages show the details under each of these major milestones.

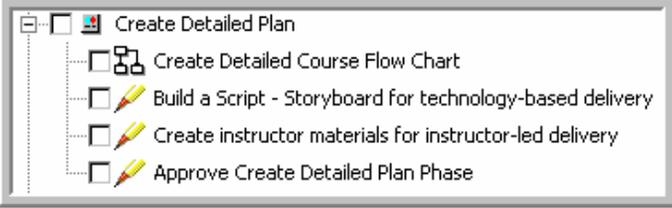
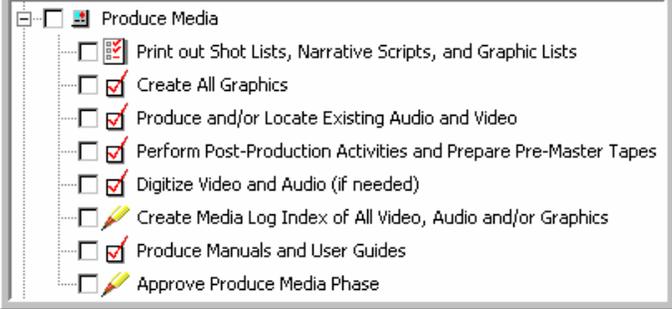
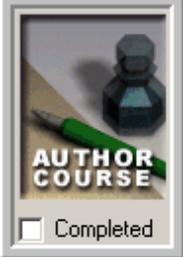
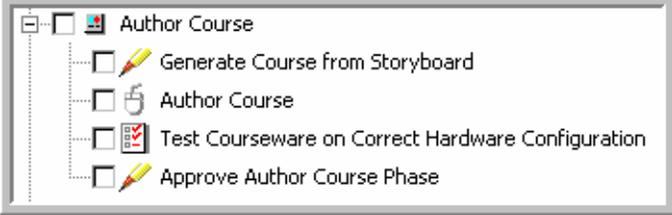


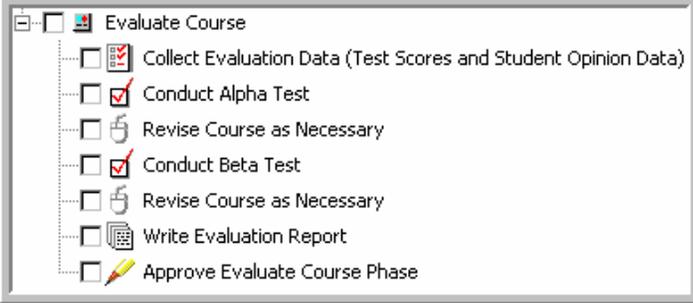
The Details of the Milestones along "The Road To Successful Training"

Description	Step	Details of the step
<p>1a) Analyze Needs</p> <p>A need or problem statements briefly describe the gaps between the way things are and the way they should be. Instructional goals are broad statements of what the student will be able to do when the course is complete. How will training make a difference?</p>	 <p><input type="checkbox"/> Completed</p>	<div data-bbox="1169 368 1730 634"> <ul style="list-style-type: none"> <input type="checkbox"/> Analyze Needs <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Gather Information and Collect Data <input type="checkbox"/> Identify Needs <input type="checkbox"/> Write and Prioritize Instructional Goals <input type="checkbox"/> Needs Analysis Reports <input type="checkbox"/> Approve Analyze Needs Phase </div>
<p>1b) Task Analysis</p> <p>The focus of a task analysis is on improving job performance through identifying skills, knowledge, conditions, and requirements that make up the "best practices" for a particular job. The result of all this is a well-defined course for improving an associates' on-the-job performance.</p>	 <p><input type="checkbox"/> Completed</p>	<div data-bbox="1169 651 1730 917"> <ul style="list-style-type: none"> <input type="checkbox"/> Task Analysis <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Gather Task Information and Collect Data <input type="checkbox"/> List Occupations and Jobs <input type="checkbox"/> List Duties and Tasks <input type="checkbox"/> Task Analysis Reports <input type="checkbox"/> Approve Task Analysis Phase </div>
<p>2) Mission Statement</p> <p>A mission statement begins to focus the size and scope of the course, limiting and refining what it is supposed to accomplish. In the process, it sets expectations for you, the design team, the sponsors of the course, and ultimately the learners.</p>	 <p><input type="checkbox"/> Completed</p>	<div data-bbox="1169 933 1730 1200"> <ul style="list-style-type: none"> <input type="checkbox"/> Draft Mission Statement <ul style="list-style-type: none"> <input type="checkbox"/> Determine Scope of Project (Course Size) <input type="checkbox"/> Write Mission Statement <input type="checkbox"/> Approve Draft Mission Statement Phase </div>

Description	Step	Details of the step
<p>3) Audience Profile</p> <p>It's not enough just to teach something, you have to keep in mind who you're teaching it to. The more specific you can describe your target audience the more the training can be rifled.</p>	 <p>Completed</p>	 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Create Audience Profile <input type="checkbox"/> Collect and Summarize Audience Profile Data <input type="checkbox"/> Write Audience Profile Report <input type="checkbox"/> Approve Create Audience Profile Phase
<p>4) Write Objectives</p> <p>Provide a clear description of what the students will be covering. Establish criteria for evaluating student performance when instruction ends. A performance objective is a precise, measurable statement. Establish the tasks that the student will be able to accomplish as the course progresses and the conditions under which they will be accomplished, including the criterion for acceptable performance.</p>	 <p>Completed</p>	 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Write Objectives <input type="checkbox"/> Write Objectives for Goals <input type="checkbox"/> Approve Write Objectives Phase
<p>5) Analyze & Outline Content</p> <p>A solid content outline helps everyone in your development team understand the exact scope of your course development project. Use the outline to make critical decisions about what your course is going to teach.</p>	 <p>Completed</p>	 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Analyze & Outline Content <input type="checkbox"/> Gather Content <input type="checkbox"/> Outline Desired Skills, Knowledge and Attitudes <input type="checkbox"/> List Prior Learning Requirements <input type="checkbox"/> Create Test Items for each Objective <input type="checkbox"/> Approve Analyze & Outline Content Phase

Description	Step	Details of the step
<p>6) Layout Course Map</p> <p>A course map is a framework that you can use to visually represent the organization of your course so that its scope and sequence can be understood by you and others who will be using it. Think of it as a “visual table of contents.” It includes units, lessons, pretests, posttests, menus, overviews, etc. In some instances the solution will consists of an entire curriculum of courses.</p>	 <p>LAYOUT COURSE MAP</p> <p><input type="checkbox"/> Completed</p>	 <ul style="list-style-type: none"> <input type="checkbox"/> Layout Course Map <ul style="list-style-type: none"> <input type="checkbox"/> Create a Course Map <input type="checkbox"/> Assign Objectives, Content and Test Questions to Course Map <input type="checkbox"/> Write Course Evaluation Plan <input type="checkbox"/> Approve Layout Course Map Phase
<p>7) Define Treatment</p> <p>A treatment is a written plan that you will use to guide yourself and others in conveying the emotions, the mood, or “look and feel” of the course. Elements of treatment are theme, tone, setting, pacing and motif.</p>	 <p>DEFINE TREATMENT</p> <p><input type="checkbox"/> Completed</p>	 <ul style="list-style-type: none"> <input type="checkbox"/> Define Treatment <ul style="list-style-type: none"> <input type="checkbox"/> Write Treatment (describing Theme, Setting, Tone, Pacing, etc.) <input type="checkbox"/> Select Color Scheme and Motif <input type="checkbox"/> Approve Define Treatment Phase
<p>8) Select Learner Activities</p> <p>An approach to presenting information that you incorporate into a lesson in order to effectively motivate the students and stimulate their learning, retention and skill development.</p> <ul style="list-style-type: none"> • Pre-instructional • Information Presentation • Student Participation • Testing • Follow Through • Instructional Games <p>If content is the “what”, learner activities is the “how”.</p>	 <p>SELECT LEARNER ACTIVITIES</p> <p><input type="checkbox"/> Completed</p>	 <ul style="list-style-type: none"> <input type="checkbox"/> Select Learner Activities <ul style="list-style-type: none"> <input type="checkbox"/> Select Instructional Activities for Each Part of the Course <input type="checkbox"/> Design Strategy Documents <input type="checkbox"/> Author Prototype <input type="checkbox"/> Approve Select Learner Activities Phase

Description	Step	Details of the step
<p>9) Create a Detailed Plan</p> <p>Create a detailed storyboard if you are developing technology based training. Build an instructor manual and materials if the training will be instructor led.</p>	 <p>Completed</p>	
<p>10) Produce Media</p> <p>Produce all of the graphics, audio and video, manuals and user guides for the course.</p>	 <p>Completed</p>	
<p>11) Author Course</p> <p>For an e-learning course, authoring is using a software package (called an authoring tool) to create courseware including text, graphics, video, audio and animations into a series of instructional interactions. For an instructor led course it means producing the final student and instructor materials.</p>	 <p>Completed</p>	

Description	Step	Details of the step
<p>12) Evaluate Course</p> <p>Collect student performance information and course evaluations to insure the target objectives are being achieved. Revise the course as needed.</p>		

Summary

Associates generally don't show up their first day of work skilled at everything they need to be successful in a job, they require training and development. By following the "Road To Successful Training", companies can develop effective training that accelerates and improves associate performance.

***For help in navigating
"The Road To Successful Training"
call
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