



## Training Solutions Program Description

### Training Solutions Program

*Do you have the training staff, but need to develop them to a higher standard?*

Our Training Solutions program is a flexible suite of training modules that can be taken individually, or in combination with each other, to provide the knowledge and skills necessary for you to design, develop, and execute effective training for your staff. A full description of the program follows.

### Module 1 – Fundamentals of Training Design

*“Identification of Training Requirements and Creation of a Basic Design”*

**Duration:** 1 day

**Description:**

You will become fully proficient at identifying the precise requirement for training and matching training materials to those requirements. This is achieved by applying a simple, but effective, instructional systems design process that creates effective learning objectives based on the needs of the students. On completion of this training module, you will have completed a training design to the critical Learning Objectives stage.

**Applicability:**

This module is designed to be the foundation for all training professionals. Training Managers often function as the person who “specs out” the training requirement, and completes a basic design to be handed over to course developers. Training Developers also require knowledge of the course design process, so as to develop and then support effective learning objectives to meet the needs of the students. Training Instructors and SOJT Mentors will greatly benefit from a basic knowledge of training design, and can apply this knowledge directly in the classroom to provide more efficient and effective training that meets the needs of the students.

**Module Objectives:**

On completion of this training module, the student will be able to:

1. List and describe the elements of effective training
2. Describe the basic Instructional Design process
3. Describe how to conduct a training Needs Analysis
4. Describe how to create effective training objectives
5. Demonstrate the ability to complete a basic training design up to the Objectives stage
6. List and describe the factors that affect training program costs



## Training Solutions Program Description

### Module 2 – Advanced Training Design

#### ***“Course Outlining, Content Creation, and Evaluation”***

***Duration: 1 day***

***Description:***

Following on from the Fundamentals of Training Design module, this module will teach you to take the instructional design process to the next level, including deciding on the instructional methods; the use of an outline to ensure effective development takes place; and the creation of effective course materials, including evaluation instruments to verify the training effectiveness.

***Applicability:***

Training managers, designers, and course developers.

***Module Objectives:***

On completion of this training module, the student will be able to:

1. Describe the basic Instructional Design process
2. Describe the Instructional Design process up to the Objectives step
3. Describe how to select effective instructional treatment and methods
4. Describe how to create a course / lesson outline
5. Describe how to create effective course exercises and evaluation instruments
6. Describe the reasons for, and methods used to, pilot a training course
7. Describe the reasons for, and methods used to, evaluate the effectiveness of a training course
8. Describe the reasons for, and methods used to, revise a training course
9. Demonstrate the ability to complete a training design up to the Course Outline stage
10. List and describe the factors that affect training program costs, and practical solutions to balance costs against program effectiveness



## Training Solutions Program Description

### Module 3 – Developing Training

#### *“Coaching Workshop For Your Development Project”*

***Duration: 2 days – can be customized to suit the complexity of your project***

#### ***Description:***

This is a hands-on workshop that complements Modules 1 and 2. In this workshop, we will work with you on an actual course development project to verify that the development process is effective, and matches the needs previously identified. Following the workshop, we can offer continued review and coaching until the completion of the development project.

#### ***Applicability:***

Training developers

#### ***Module Objectives:***

On completion of this training module, the student will be able to:

1. Describe a typical formal course development process
2. List and describe typical training materials requirements
3. Describe the layout and standards applied to printed course material
4. Describe the standards applied to training graphics
5. Describe the standards applied to instructional materials such as Powerpoint presentations
6. Describe the standards applied to practical training exercises
7. Describe the standards applied to formal student evaluation
8. Describe typical course update procedures



## Training Solutions Program Description

### Module 4 – Fundamentals of Training Execution

#### *“Basic Teaching Skills and Lesson Execution”*

**Duration:** 1 day

**Description:**

This short training module will teach you to conduct a basic training session using pre-prepared materials, or by modifying existing materials to create a more effective Powerpoint presentation. The basics of adult learning and the training cycle will be discussed, within the context of effective lesson structure. Participants will then deliver one or more short lessons, with feedback from the instructor and other course participants intended to identify strengths and areas for improvement.

**Applicability:**

While primarily designed to be the foundation for professional Training Instructors and Structured On The Job Training (SOJT) Mentors, this module will also benefit anyone who wants to enhance their presentation skills to be able to deliver a more effective training presentation or seminar.

**Module Objectives:**

On completion of this training module, the student will be able to:

1. Describe the use of basic presentation skills during a training lesson
2. Describe the elements of effective training and lesson structure
3. Describe the use of instructor guides
4. Demonstrate the ability to create an effective training Powerpoint presentation
5. Demonstrate the ability to use Speaker Notes as an Instructor Guide tool
6. Demonstrate the ability to select various printing options to use Powerpoint for different training uses
7. Demonstrate the ability to conduct an effective training lesson



## Training Solutions Program Description

### Module 5 – Advanced Training Execution

#### *“Advanced Teaching Skills – Practice and Feedback”*

**Duration:** 3 days

**Description:**

This module builds on the Fundamentals of Training Execution module to introduce and practice more advanced features of effective adult training. Topics covered will teach instructors to use methods that maximize the learning experience, including alternate media and visual aids, effective questioning techniques, field trips and demos, and proper evaluation methods. Participants will deliver multiple short lessons to practice these new skills, with feedback from the instructor and other course participants intended to identify strengths and areas for improvement.

**Applicability:**

Training Instructors

**Module Objectives:**

On completion of this training module, the student will be able to:

1. List and describe the elements of effective adult learning
2. List and describe the elements that make up effective instructor style and credibility
3. Describe the effective use of media and visual aids in a training environment
4. Describe the effective use of questions during a training session
5. List and describe the use of different instructional methods to maximize training effectiveness
6. Describe classroom challenges, and methods of control
7. Describe the use of field trips and demonstrations to maximize training effectiveness
8. Describe the proper methods of student evaluation
9. Demonstrate the ability to conduct an effective training lesson for adult learners



## Training Solutions Program Description

### Module 6 – Structured On The Job Training

#### *“Conducting Effective SOJT”*

**Duration:** 1 day

**Description:**

This module will teach staff who are required to perform on-the-job training the importance of conducting Structured On The Job Training (SOJT), and provide them with the methodology and skills necessary to do so. Topics covered include preparation and introducing the OJT program; adequately discussing the required background information; conducting effective demonstrations; allowing adequate practice and coaching; and formal evaluation methods. Participants will practice by conducting SOJT with another course participant, with feedback from the instructor and other participants intended to identify strengths and areas for improvement.

**Applicability:**

While primarily designed for SOJT Mentors, this training module would also benefit Training Instructors who may be required to conduct hands-on training

**Module Objectives:**

On completion of this training module, the student will be able to:

1. Describe the principles of effective Structured On The Job Training
2. Describe the preparation requirements for an SOJT program
3. Describe the methods used to introduce the SOJT program
4. Describe the methods used to provide the detailed background information during an SOJT program
5. Describe the methods used to provide effective demonstrations during an SOJT program
6. Describe the methods used to provide effective practice opportunities and coaching during an SOJT program
7. Describe the methods used to conduct a student evaluation during an SOJT program
8. Demonstrate the ability to conduct effective SOJT



## Training Solutions Program Description

### Which Modules Should You Complete?

As with all effective training, it is important to match up the content to the needs of the student, which in turn are based on the knowledge or skills gaps related to their specific job function!

Here is our suggestion for a curriculum based on typical job functions. We will be happy to discuss this in more detail, and match up the content of a module or combination of modules to meet your specific needs.

| <b>Training Solutions Program Curriculum Matrix</b>  |                                    |                                      |                            |                    |
|--|------------------------------------|--------------------------------------|----------------------------|--------------------|
|  | <b>Training Manager / Designer</b> | <b>Training Designer / Developer</b> | <b>Training Instructor</b> | <b>SOJT Mentor</b> |
| <b>Module 1 – Fundamentals of Training Design</b>    | YES                                | YES                                  | YES                        | YES                |
| <b>Module 2 – Advanced Training Design</b>           | YES                                | YES                                  |                            |                    |
| <b>Module 3 – Developing Training</b>                |                                    | YES                                  |                            |                    |
| <b>Module 4 – Fundamentals of Training Execution</b> |                                    |                                      | YES                        | YES                |
| <b>Module 5 – Advanced Training Execution</b>        |                                    |                                      | YES                        |                    |
| <b>Module 6 – Structured On The Job Training</b>     |                                    |                                      | OPTIONAL                   | YES                |
| <b>Basic Program Duration</b>                        | <b>2 days</b>                      | <b>4 days</b>                        | <b>5 days</b>              | <b>3 days</b>      |



# Plan A Training Consultants

## Training Solutions Program Description

**Contact us to discuss your needs**

**See our Website**

**[planatraining.com](http://planatraining.com)**