Nothing Compares
NORTH CAROLINA

Plan, Prepare, Deliver and Analyze Effective Training

A How To Guide

How To And What It Means

- PLAN - Needs Assessment

PREPARE - Blueprint

- DELIVER – Building

- ANALYZE - Inspection

- THE EFFECTIVENESS OF TRAINING

What is Training

Training

What is it?

- Organized activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill.

- Teach (a person or animal) a particular skill or type of behavior through practice and instruction over a period of time.

- The acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies.

- Training has specific goals of improving one's capability, capacity, productivity and performance.

What is Training

Training is a specific and organized action/activity with specific goals aimed at imparting, teaching and/or improving one's ability to perform a particular skill, level of knowledge or type of behavior over a period of time.

*SPECIFIC * ORGANIZED * ACTIVE/ACTION * GOAL ORIENTED * OUTCOME/RESULT*

What is Training

What is the Difference

- Teaching and Lecturing
- Coaching
- Facilitation

- Religious Training
- Informal Training
- Formal Training
- On the Job Training

Plan

- Planning is bringing the future into the present so that you can do something about it now.

Plans are nothing; planning is everything.

- Dwight Eisenhower

Who

- Are you talking to? (Audience)
- Administrators v. Employees
- Age/Gender
- Education
- Job Descriptions
- Computer knowledge
- Learning Style

WHAT

- is the topic to be discussed?
- is the scope of the training?
- resources are available?
- technology is needed?
- type of human resources needed and available (trainer/facilitators)?
- manuals/printouts/handouts needed?
- is the Goal?

WHEN and WHERE

- Date and Time
- Small vs. Large Building
- Outside vs. Inside
- Stationary vs. Mobile
- Lab vs. Classroom
- Groups vs. One on One

WHY

- are we conducting this training?
- is it necessary?

HOW

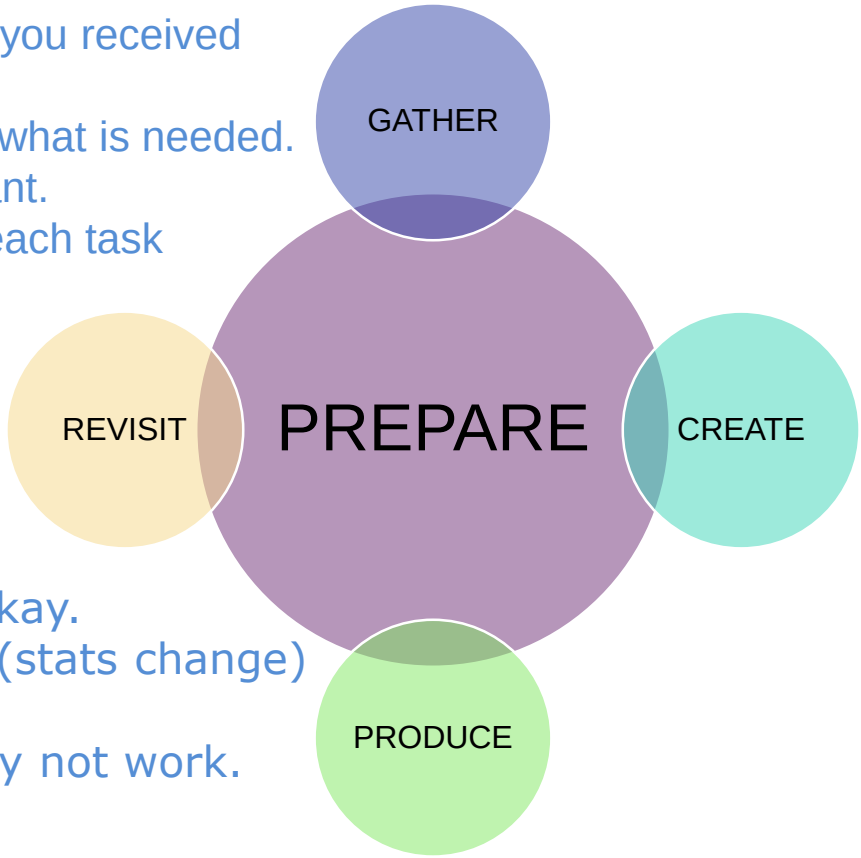
- much money do you have in the budget?
- is the training going to be delivered?
  - lecture or facilitation
  - online or in-person
  - written correspondence
  - combination
- many learners will participate?
- will you design curriculum?
  - templates or create your own
- many hours/days?

Prepare

- There are no secrets to success. It is the result of preparation, hard work, and learning from failure.
- -Colin Powell

Prepare
LIFE CYCLE OF PREPARATION

Gather all the information you received from the planning stage.
Sift through and organize what is needed.
Gather only what is relevant.
Pick the right people for each task



Power point,
Reference Guides,
Manuals,
online/classroom courses,
overheads.
Have someone critique it.
Visual Aids
Kinetic
Auditory
Tactile

Making changes are okay.
Update your material.(stats change)
software upgrades
Presentation Style may not work.

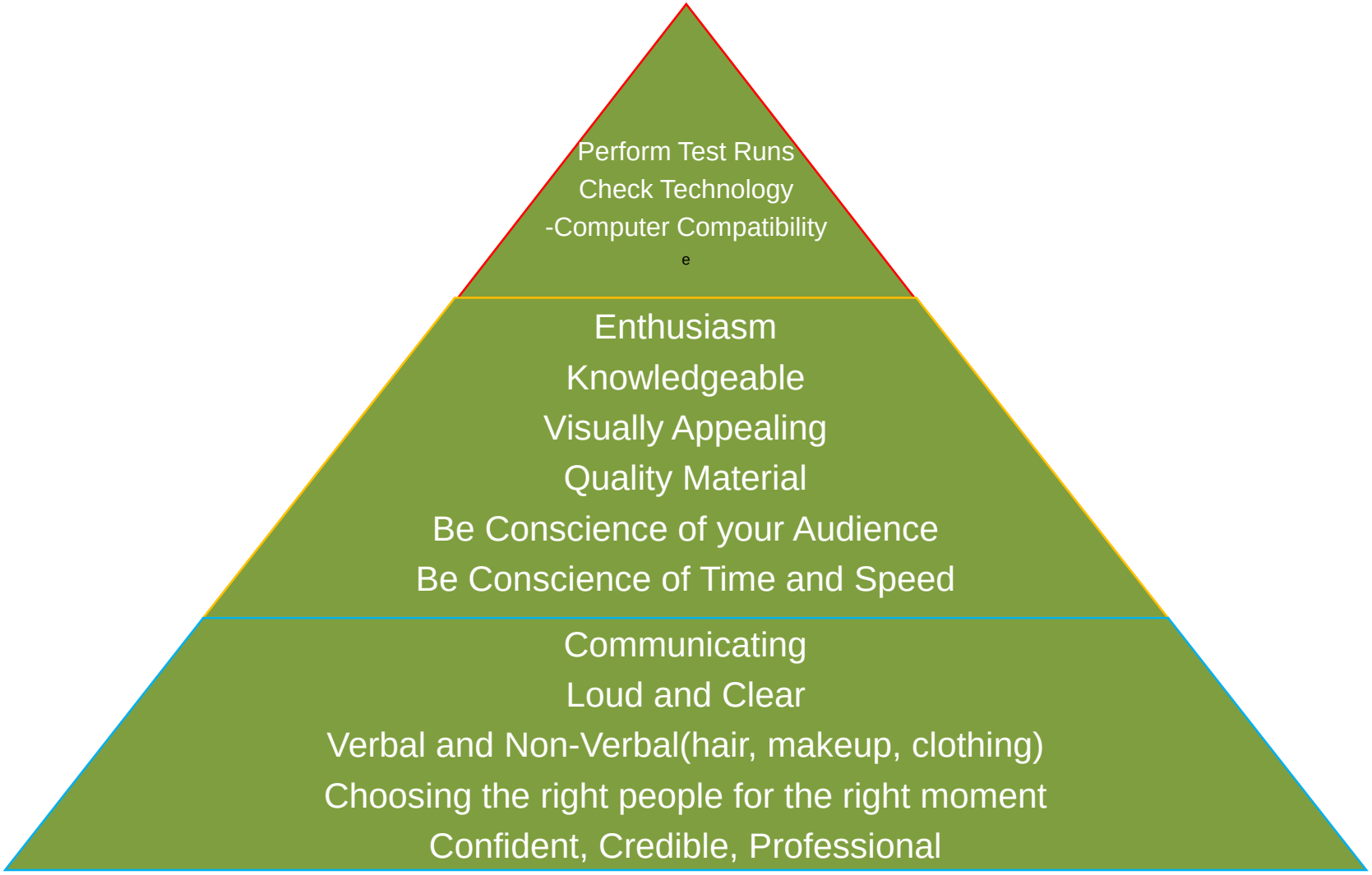
- Everything you created. Your final product.
- You rehearse it. (from introduction to conclusion.)

Deliver

Ninety-nine percent is in the delivery. If you have the right voice and the right delivery, you're cocky enough, and you pound down on the punch line, you can say anything and make people laugh maybe three times before they realize you're not telling jokes.

- Buddy Hackett

Deliver


Perform Test Runs
Check Technology
-Computer Compatibility
e
Enthusiasm
Knowledgeable
Visually Appealing
Quality Material
Be Conscience of your Audience
Be Conscience of Time and Speed
Communicating
Loud and Clear
Verbal and Non-Verbal(hair, makeup, clothing)
Choosing the right people for the right moment
Confident, Credible, Professional

Analyze

Analyzing what you haven't got as well as what you have is a necessary ingredient of a career.

-

Orison Swett Marden

Analyze

Look back and see how it went.

How did training go? Did it work?

Was it worth the investment?

Did learners like instructors and course materials?

Were business goals met?

Analyze

- Pre/Middle and Post Surveys

- Satisfaction Surveys

- Allow Trainees to Evaluate
  - ✓ Trainers
  - ✓ Materials
  - ✓ Facilities
  - ✓ Food

- Quizzes
- Behavior change
- ROI

Analyze

Quick Tip

When is the best time to deliver a feedback Survey?

A. Send an e-mail directly after the event

B. Prompt Survey 20 minutes before the end of the training

C. Send an e-mail 1 day after the event

D. Take 5 minutes after the training event is complete

Take Away

- Understand What Training is: SAOOGA
  - Specific. Active. Organized. Goal Oriented. Outcome.
- Planning : Evaluation/ Assessment
  - Blue Print
- Prepare : Get All the Materials You Need to Build
- Deliver : Actually Build the House(training) from start to finish
- Analyze : When you inspect the house and see everything is effective and working properly

References

Read more:
http://www.businessdictionary.com/definition/training.html#ixzz3AwVFcyY4

http://www.brainyquote.com/quotes/keywords/planning.html#yUx9TV5AmxmOo5G6.99

Questions????

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