



Building Curriculum Development and Training Skills



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Training Objectives

- 4 characteristics of effective trainings
- 4 steps in the curriculum development process
- 4 new training techniques



Activity: Characteristics of an Effective Training

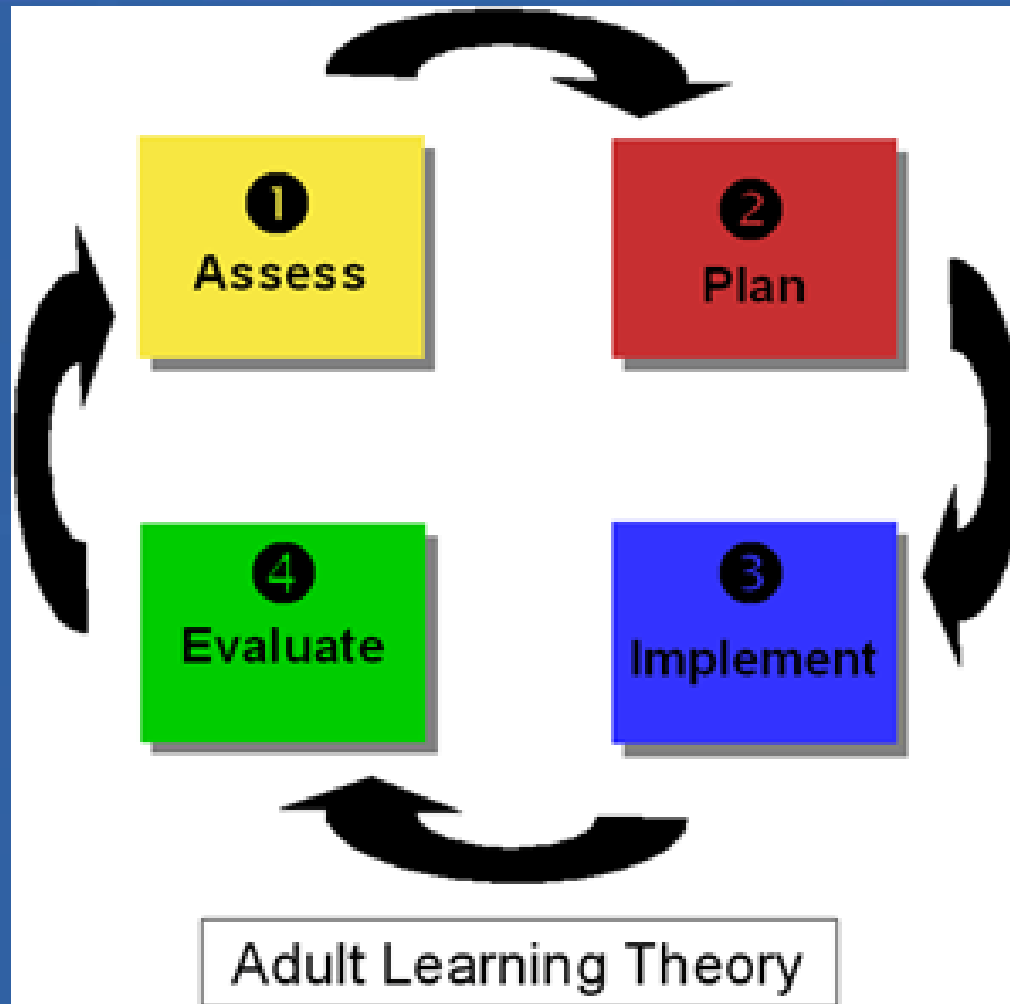
What You Already Know



- Thinking back to trainings I have attended, what characteristics made these trainings effective?



Instructional Systems Development (ISD) Process





Benefits of the ISD Process

**Reduced
Training Time**



**Increased
Achievement**





Rapid Instructional Development (RID) Process

- Strategies for quickly producing instructional packages
- Alternatives, enhancements and modifications to the ISD model

■ **RID Tips:**



Conduct Needs Assessment

Ideal or desired state of affairs (What ought to be)

– Actual state of affairs (What is)

= Training need(s)



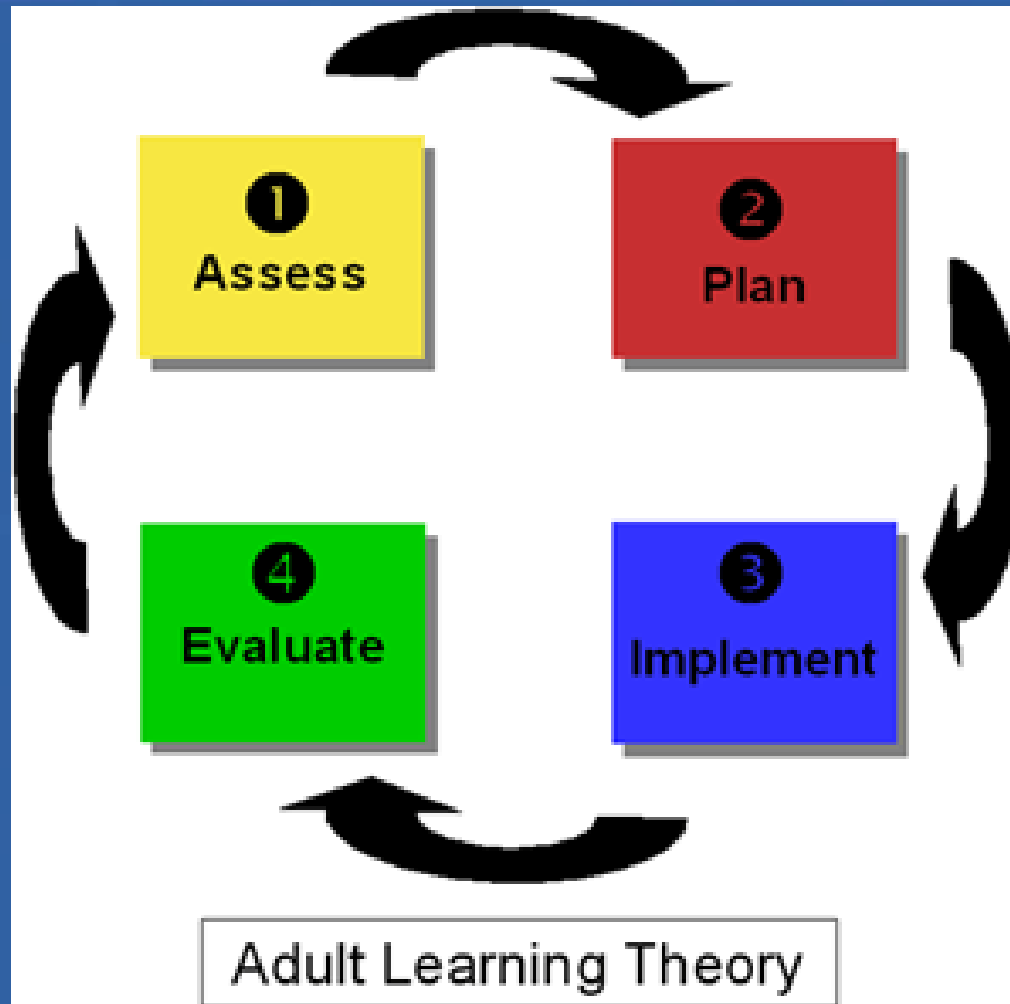
Step 1: Assess

■ Tasks:

- Conduct needs assessment
- ● Conduct task analysis



ISD Process





Step 2: Plan

■ Tasks:

- Write training goals
- Write training objectives
- Develop evaluation strategy
- Conduct audience analysis
- Determine training techniques
- Determine facilitation techniques
- Develop trainer's toolkit
- Make training site arrangements



Write Training Goals

| Who? | Does what? | By when? |
|-------------|-------------------|-----------------|
| | | |



Write Training Objectives

| | | | | |
|------------------|-----------------------|--|--------------------------------------|--------------------------|
| Who ? | Does what? | Under what circumstances or conditions? | How well (criteria) ? | By when ? |
|------------------|-----------------------|--|--------------------------------------|--------------------------|



Write Training Objectives

| Who? | Does what? | Under what circumstances or conditions? | How well (criteria)? | By when? |
|-----------------------------------|--|--|-----------------------------|-------------------------|
| The child care caregiver /teacher | can accurately measure medication amount | given various medication measuring devices | 100% of time | end of training session |



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Four Levels of Evaluation

- Level 1: Reaction
 - “Smile” sheet

- Level 2: Learning
 - Pre-test/Post-test

- Level 3: Behavior/Transfer

- Level 4: Impact/Results



Four Levels of Evaluation

- All training programs should include at least Level 1 & Level 2 evaluations:
 - “Smile” sheet
 - Pre-test/Post-test



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Conduct Audience Analysis

- Collect information about target audience:
 - Age
 - Gender
 - Culture/ethnicity
 - Job experience
 - Special needs



Conduct Audience Analysis

- Barsch's Learning Style Preference Inventory
 - Visual
 - Auditory
 - Tactile
 - Kinesthetic



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Determine Training Techniques

■ Methods

- Lecture/presentation
- Demonstration
- Discussion
- Group project
- Independent study
- Simulation

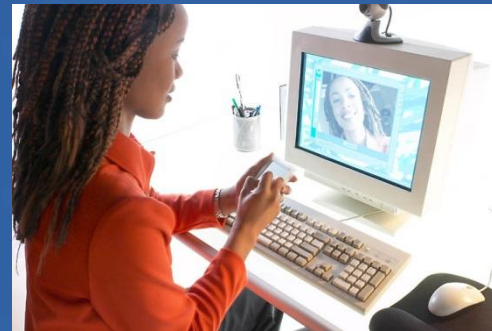
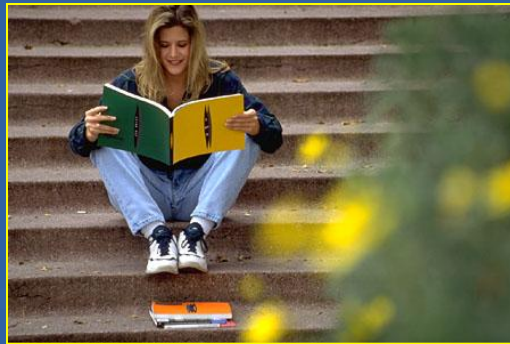




Determine Training Techniques

■ Media

- Print
- Graphics
- Audio
- Video
- Computer-based/
multimedia





Determine Training Techniques

■ Activities

- Adaptations of common games
- Word puzzles

■ Materials

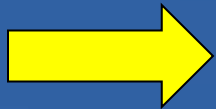
- Handouts, worksheets
- Job aids



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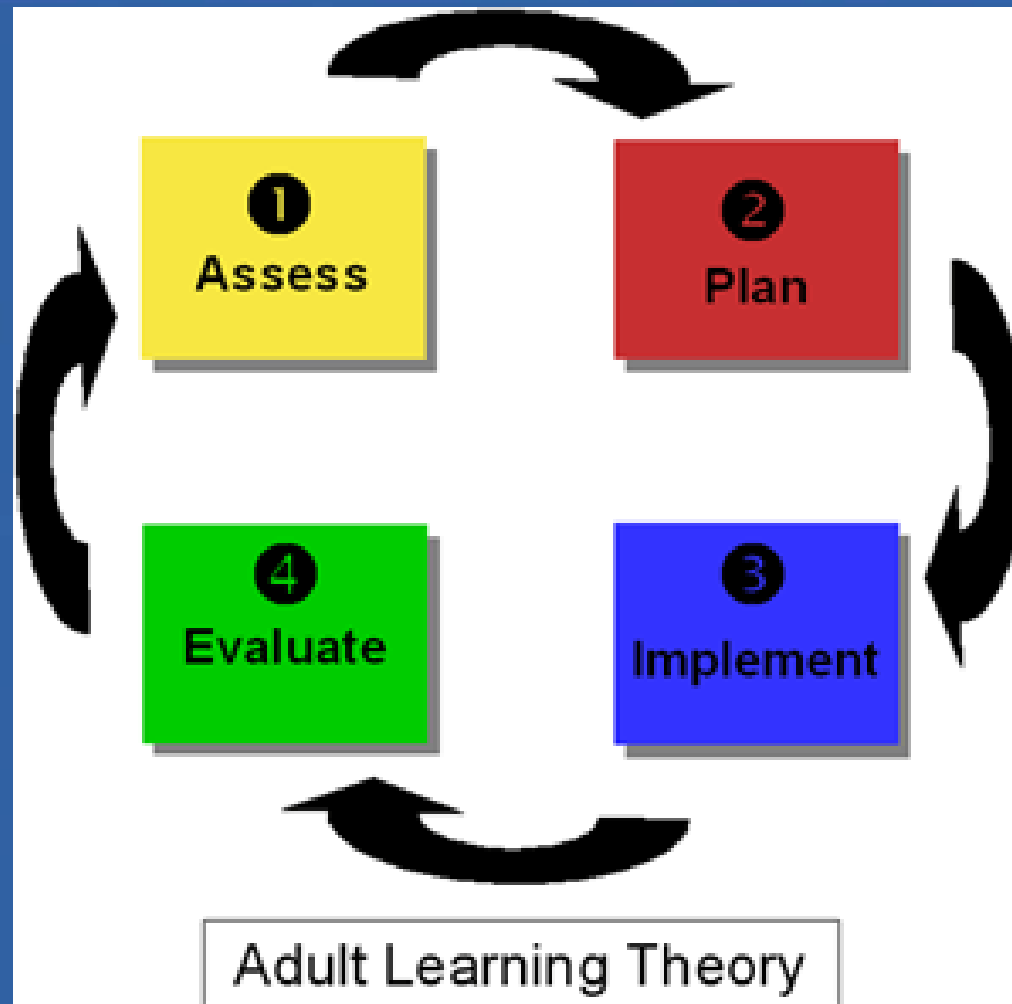
Handling Difficult Behaviors

- “Dear Abby”
 - Work in small groups
 - On worksheet, write response to assigned letter





ISD Process





Assessment: “One Minute Paper”

- In one minute, write an answer to the question:

What did I learn about curriculum development & training?





Closing: “Think, Pair, Share”

- What techniques will I try in future trainings?

