



HOSCA

management consultants



ADDIE/SYSTEMATIC TRAINING

AIM AND APPROACH:

The overall aim of this programme is to convert non-professional trainers into professional trainers. It does this through an intensive, fast moving process that moves from job analysis to the full development of training instructions. They can be used for both on the job and off the job training purposes. Serious attention is given to evaluation methods.

PROGRAMME OBJECTIVES:

- To apply the principles of ADDIE/Systematic training and adult learning
- To design, develop and deliver systematic training using the ADDIE approach
- Produce training documentation that integrates fully with Quality systems
- Develop evaluation and assessment methods for training events that meets the National qualification standards

AUDIENCE:

Any Employee who is required to train other employees. Each participant will be encouraged to keep a learning record for the Programme.

PRE-WORK:

Participants will have identified a specific project in their own area before attending. Some reading and diagnostics will also be provided.

DURATION:

5 Days + 1 project day

AGENDA DAY 1 - MODULE 1 – Context for ADDIE/Systematic Training

- Introduction, Objectives and Agenda
- Icebreaker
- Organisation context for ADDIE/Systematic Training
- "Sitting beside Nellie" – What's wrong with her?
- Competency Models and National qualification standards
- ADDIE/Systematic Training Model overview

WORKPLACE ACTIVITY:

Complete Learning Styles Questionnaire



SYSTEMATIC TRAINING cont'd

AGENDA DAY 2 - MODULE 2 - Analysis

- Adult Learning – principles and implications for trainers
- Project Selection
- Job Analysis
- Individual Engineering Concepts – process maps and models

WORKPLACE ACTIVITY:

Carry out Job analysis in their own Workplace

AGENDA DAY 3 - MODULE 3 - Design

- Writing Learning Objectives
- Senses in Learning Process
- Multiple Intelligences
- Training Design

WORKPLACE ACTIVITY:

Develop Mind Maps or Horizontal Plan on Training Content

AGENDA DAY 4 - MODULE 4 – Development and Implementation

- Main Training Methods
- On-the-Job Training vs Off-the-Job Training
- Developing Instructions for Training
- Documentation Control
- Presentation Skills

WORKPLACE ACTIVITY:

Develop presentation on their own Training Instructions

AGENDA DAY 5 - MODULE 5 – Evaluation

- Evaluation Model
- ROI Exercise
- Qualification Models
- Records
- Plans/Duty aligned Curricula
- Tests and their application
- Summary

AGENDA DAY 6 - WORKPLACE ACTIVITY:

Complete Training Instructions and present to their own boss