

Designing Effective Staff Trainings: A Systems Approach



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- This workshop will provide a framework for designing your trainings. Using systems as a foundation, develop trainings that fit your program's needs.
 - Systems
 - Effectiveness
 - Design

What challenges do you face



What is a System?

- A regularly interacting or interdependent group of items forming a unified whole-
Merriam-Webster Dictionary



Types of Systems

- Packing-gear and food
- Vehicles
- Field Communication
- Accounting
- Incident Response
- Training

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Resources/Tools

- Documents
- Checklists
- Policies
- Models for Decision-Making
- Manuals

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What is your training system



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Methods

- Designated Training Blocks
- Briefings/Debriefings
- Meetings
- Workshops
- Seminars
- Mini-trainings
- Individualized
- Coaching/Mentorship

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Purpose

New Instructors

- Expectations
- Policies and Procedures
- Assessment System
- Feedback System

Returning Instructors

- Expectations
- Policies and Procedures
- Assessment System
- Feedback System
- Coaching and Mentorship

Steps to building an Effective Training

- Step 1: Assessment
- Step 2: Design
- Step 3: Develop
- Step 4: Implement
- Step 5: Evaluate



Step 1-Assessment

- Activities
- Staff culture
- Resources



Activities

- Type/s
- Objective Factors
- Subjective Factors

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Staff Culture

- Learning
- Debriefing
- Skills Development
- Critical Thinking

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Resources and Tools

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Program Assessment

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Step 2: Design

- Scope
- Learning Objectives
- Participants
- Time
- Logistics



Scope

Learning Objectives

1. Policy and Procedure
2. Common Language
3. Decision-Making Processes
4. Incident Response
5. Assessment/Feedback

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Methods

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Step 3: Develop

- Trainers
- Schedule
- Logistics
- Course Materials
 - Case Studies
 - Scenarios
 - Documents
 - Models



Step 4: Implement



Step 5: Evaluate

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Steps to building an Effective Training

- Step 1: Assessment
- Step 2: Design
- Step 3: Develop
- Step 4: Implement
- Step 5: Evaluate



Keys to Effective Trainings

1. Information Assimilation

Simple

Focused

Repetitive

2. Skills: Technical and Decision-Making

Familiarity

Expand Comfort Zones

Assessment

3. Feedback

Frequent

Documented

Follow-through

Action Steps

Assessment-by using the assessment tool provided in this training (or other preferred tools), identify 3 key risk management areas that need improvement in your program.

Action-Create at least one method to use in trainings for each of these key areas.

Action-Identify at least one unique time outside of structured trainings to add repetition to your training of these key areas (briefings, debriefings, meetings, check-ins, etc).

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Thank You!

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