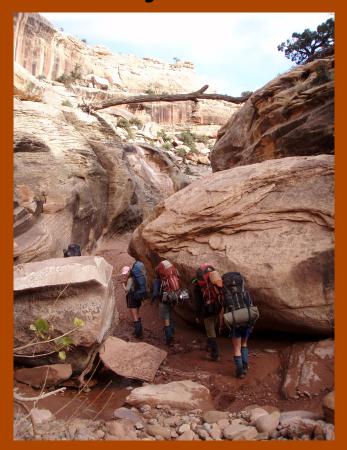
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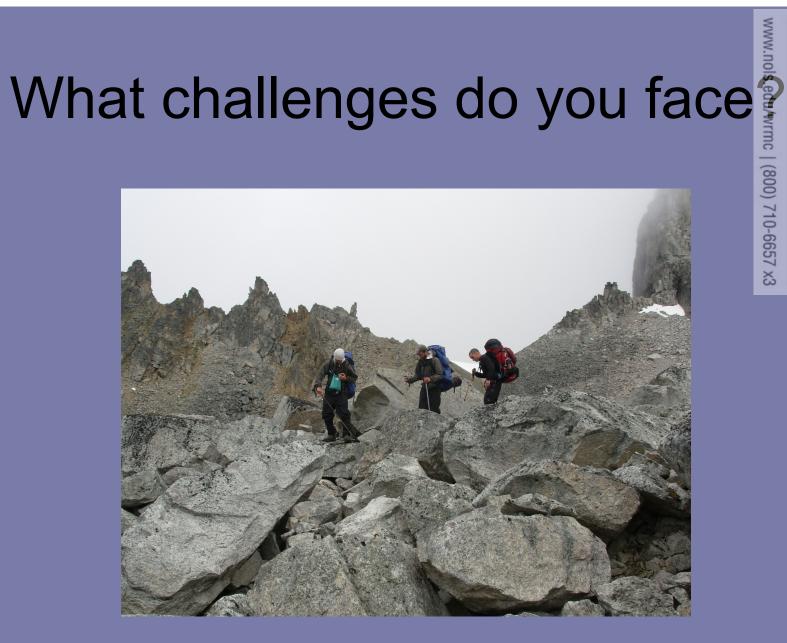
Designing Effective Staff Trainings: A Systems Approach



Kathleen Pelto

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

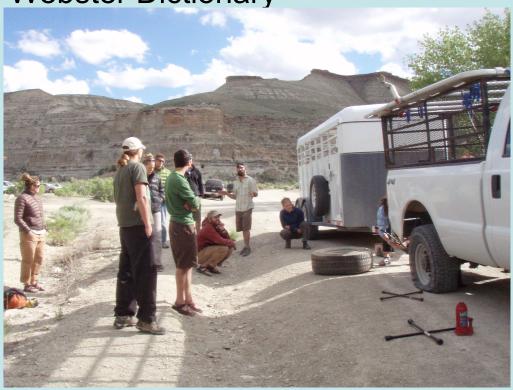
- **Systems**
- Effectiveness
- Design



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A regularly interacting or interdependent

group of items forming a unified whole-**Merriam-Webster Dictionary**



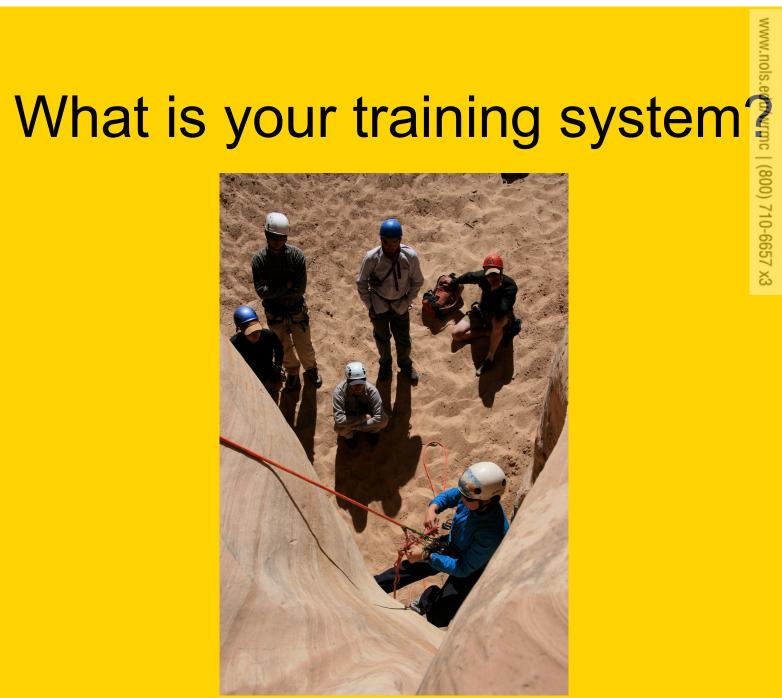
What is a System?

Types of Systems

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

Resources/Tools

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



Methods

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

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



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Step 1-Assessment

- Activities
- Staff culture
- Resources



Activities

Type/s

Objective Factors

Subjective Factors

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- Learning
- **Debriefing**
- Skills Development

Staff Culture

Critical Thinking

Resources and Tools

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

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Program Assessment

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

Methods

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

Step 3: Develop

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



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Step 5: Evaluate

Steps to building an Effective Training

Step 1: Assessment

Step 2: Design

Step 3: Develop

Step 4: Implement

Step 5: Evaluate



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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).

Thank You!

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