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
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
Resources/Tools

- Documents
- Checklists
- Policies
- Models for Decision-Making
- Manuals
What is your training system?
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

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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
Step 1-Assessment

- Activities
- Staff culture
- Resources
Activities

• Type/s

• Objective Factors

• Subjective Factors
Staff Culture

• Learning
• Debriefing
• Skills Development
• Critical Thinking
Resources and Tools

• Documents
• Checklists
• Policies
• Models for Decision-Making
• Manuals
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
Step 4: Implement

Step 5: Evaluate
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).
Thank You!

Kathleen Pelto
kepelto@gmail.com