

DESIGN OF TRAINING COURSE

COURSE GUIDE

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Government of India

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INTRODUCTION

Usually the success of training depends on the ability of trainers to design and deliver effective and imaginative training for people to enable them to improve their performance. The skills needed to deliver training are developed during the Direct Trainer Skills course (DTS). The Design of Training Course (DoT) provides further advice and development opportunities to enable trainers to undertake the additional responsibilities of training design.

DESIGNED FOR

The DoT course is designed for people who have already completed the course in Direct Trainer Skills, and have some experience of direct training. We specifically intend the course for trainers who are required to undertake design and development of training for their institution or organisation.

COURSE STYLE

The course consists of a five-day workshop, followed by an individual design project. It is planned to follow on from the course in Direct Trainer Skills, and therefore shares common terminology and uses a similar, participative, style. We give emphasis to helping participants tackle work related design situations.

We provide a comprehensive selection of handouts and checklists. These are intended to provide participants with information needed during the workshop; to provide advice for their design project; and to help them develop their competence to undertake design activities for their institutions.

We will form participants into 'design teams' for the workshop, each team tackling a common work-related problem for which training is needed. Team members will also act as 'consultants' to other teams to provide feedback and to widen their knowledge of training design.

The workshop is based on an intensive series of individual and team activities. This requires full-time commitment for the full five days, including some evening study. We therefore assume that course participants will be either residential or within easy commuting distance.

On completion of the workshop participants will be required to complete an agreed design project for submission to the course tutor and their Director. Participants who satisfactorily complete both the workshop and the project will be awarded a Certificate, recognised by the Department of Personnel and Training.

OBJECTIVES

At the end of the course participants will be able to:-

1. Distinguish between designing 'learning units', 'courses' and 'training programmes'.
2. Explain the term 'task' as a basic feature of training design.
3. Identify constraints that will influence the design of training.
4. Determine the boundary within which training is to be designed.
5. Apply ways of learning to a task to be learned.
6. Write objectives in behavioural terms.
7. Distinguish between 'performance objectives', 'training objectives' and 'enabling objectives'.
8. Categorise behaviour in terms of knowledge and skill.
9. Describe the influence of 'entry behaviour' on training design.
10. Apply the concept of 'Andragogy' to training design.
11. Develop performance aids.
12. Apply the concept of 'Acceptable Learning Standard' to the design of training.
13. Evaluate training methods.
14. Select appropriate training methods.
15. Apply the concept of 'Transfer of Learning' to the design of training.
16. Describe the terms 'assessment', 'internal validation', 'external validation' and 'evaluation'.
17. Include four levels of evaluation to a design proposal.
18. Prepare a design proposal.
19. Present training design proposals for management approval.
20. Prepare an action plan for a design project.
21. Complete a design project.

TIME TABLE FOR THE WORKSHOP

The workshop will normally start at 10.00 on Monday and conclude at 16.00 on Friday. The normal working day for the workshop will be 9.00 to 13.00 and 14.30 to 18.00

Participants should also expect some evening activities, either individually or within their design team. Please note that due to the intensive schedule of study we make no provision for visits. The following is an indication of how we allocate the time.

DAY AND TIME	CONTENT	OBJECTIVES
Monday 10.00 - 18.00	Design Teams Design Terminology Context for Design Constraints and Boundaries Ways of Learning Concept papers	1. 2. 3. - 4 5.
Tuesday 09.00 - 18.00	Aims and Objectives Writing Objectives Categories of Knowledge and Skill Entry Behaviour	6. - 7. 8. 9.
Wednesday 09.00 - 18.00	Andragogy Performance Aids Acceptable Learning Standard Evaluating Training Methods	10. 11. 12. 13.
Thursday 09.00 - 18.00	Selecting Training Methods Transfer of Learning Assessment and Validation Evaluation of Training Training Design Proposals	14. 15. 16. 17. 18.
Friday 09.00 - 18.00	Presentation of Design Proposals Action Plan Design Projects Immediate Reaction Questionnaire	19. 20. 21.

PROJECT

The Workshop gives participants an opportunity to develop an understanding of the concepts and practices of training design. The Project is intended to continue this development by requiring them to undertake a practical design project of benefit to their institution or organisation. The choice of design is left for participants and their management to decide, although it should be concerned with either a specific, task-related learning unit, or the more general design of a short course.

The course tutor will require the following details of the proposed project:-

Name of participant.

Institution or organisation for whom the training is being designed

Aim of the design

A brief description of how the completion of this design will benefit the institution.

Please note that the final date for accepting the project will be agreed with the tutor. We will award participants who complete their project successfully a Certificate, recognised by the Department of Personnel and Training.

Assessment of the project will be based on the Project Assessment Form. This gives the criteria to be used for assessment, although we will give emphasis to the imaginative application of these features, as we do not intend them to impose a rigid set of rules. The criterion score for an acceptable project is 70%.

If a project is not up to the required standard, we will refer it. Tutors will give participants advice about how they can improve the project and an invitation to re-submit it. Please note that the course provision allows for one referral, only.