



Designing Training Programs for Your Audience

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Menu

- Training Program Design (Meat)
- Training Options (Potatoes)
- Curriculum Design (Vegetables)
- Instructor Selection (Fat)



Training Program Design

- Elements
 - Completed needs assessment
 - Who, if anyone, needs training?
 - What training is needed?
 - Goals and objectives
 - How will training be delivered?
 - Instructor led
 - Self-taught
 - Budget



Target Audience

- Who is the target audience
 - Building departments
 - Inspectors, Plan Reviewers
 - Design Professionals
 - Architects, Engineers
 - Construction Industry
 - Developers, Contractors
- What is the GAP in knowledge
 - The difference between what is currently in place and what is needed to be in place



Gaps can include differences between

- Current level of code knowledge and the required level of code knowledge
- Present level and desired level of code compliance
- What is expected to happen and what actually happens



Goals and Objectives

- Base goals and objectives on the GAP
 - Knowledge based
 - Example - At the conclusion of the course the participant shall understand what type of projects fall under the residential provisions of the IECC
 - Skills based
 - Example - At the conclusion of the program the participant will be able to successfully input a house into the *REScheck* software



Delivery Methods

- Audio/Visual
 - In the classroom?
 - In the field?
- Published material
 - Printed material,
 - Study Guides, flash cards
 - Electronic media
 - DVD, CD, VCR tapes
- Hands-on
 - Computer based?
 - Workshops?



Training Methods

- Off-Site Class Room
- On-Site Class Room
- Media Training
- Computer Based Training
- Web Based Training
 - With or without instructor



Off-Site Class Room

- Advantages
 - High degree of interaction
 - Best suited for answering questions
 - Best for attitude changing
- Disadvantage
 - Cost per student
 - Travel, etc.
 - More time required
 - Lost production time



On-Site Classroom

- Advantages
 - Uniform training of staff
 - High degree of interaction
 - Best suited for answering questions
 - Best for attitude changing
- Disadvantages
 - Site logistics
 - Skeleton crews needed



Media Training

- **Advantages**
 - Low cost per student
 - Several formats
 - DVD, CD, VHS
- **Disadvantages**
 - No interaction
 - Can become outdated quickly
 - Difficult to update
 - Initial first cost



Computer Based Training

- Advantages

- Low cost per student
- Easily accessible to student
- Self paced instruction

- Disadvantage

- Limited interaction
- Difficult to update
- Initial first cost
- Lack of familiarity of technology



Web-Based Training

- Advantages

- Low cost per student
- Easily updated
- Accessible
- Uniform training of staff

- Disadvantages

- Limited or no interaction
- Lack of familiarity of technology



Curriculum Design

- Design to be easily updated and modified
 - Training programs are fluid and should evolve
 - Modifications typically the result of
 - Updated information
 - Change in target audience
 - Errors in the information
 - Instructor preference
 - Materials that just don't work
 - Difficult to get it right the first time



Active verses Passive Learning

- Passive learning can achieve up to 10% retention rate
 - “Death” by Power Point
- Active learning can achieve up to 90% retention rate
 - Participants should “participate”
- Recommended 30% instructor activity to 70% learner activity



Active Learning Examples

- Question and Answer
- Hands on plan review activities
- Developing input for *REScheck* or *COMcheck* compliance runs
- In class field inspection problems
- Practice using Code tables



Design for Mixed Training Methods

- Invest once in the creation of the material
- Electronic format can be used in
 - Class room training
 - Web Cast
 - Computer based training
 - Media training



Design for Instruction

- Design for instructor considerations
 - Design curriculum for trainers
 - Presentation style
 - Classroom or web based
 - Instructor abilities
 - Difficult if the instructor and/or type of program is unknown



Instructor Selection

- Instructor is critical to success of program
 - Ideal Instructor (Classroom)
 - Subject matter expert
 - Accomplished trainer
 - Connects with audience
 - Public speaking skills
 - Ideal Instructor (Web cast)
 - Subject matter expert
 - Comfortable with the technology
 - Accomplished trainer not as critical



How Do You Pick the Right Training Method?

- Step One
 - Who are the prospective students?
 - New to industry
 - Knowledge of building construction, but new to code aspects
 - Experienced with construction and codes
- Step Two
 - Is the training designed to be knowledge based or skills based?



How Do You Pick the Right Training Method?

- Step Three
 - What level is the training designed for?
 - Basic energy code requirements
 - Code updates
 - Advanced energy code topics
- Step Four
 - Time limitations
 - Budget limitations



Summary

- Key Elements to Successful Training Program
 - Base program on needs assessment
 - Design program around goals and objectives
 - Select appropriate training program based on needs
 - Design curriculum with more than one media in mind

