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# Successful Trainings

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## 1. Planning Essentials

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- Complete a needs **assessment**. Identify your audience; are they experienced in data collection? New to the company? New to data collection?
- Determine the **type of training** best suited to content, need, and budget : self-directed? In-person? webinar? To include takeaways such as quick guides, manuals?
- Create clear, precise **learning objectives**: what learners will be able to do at the end of the training. (Bloom's Taxonomy is a great help.)
- Determine **who** will develop the training: the subject matter experts, the instructional designers, the graphics experts (rarely the same).
- Provide **time, space** and **resources**: set a schedule for initial outlines, drafts, reviews, and final products.
- Collect and make available **resources**: manuals, style guides, templates.

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## 2. Design the Training

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- With the training team, discuss needs of the learners, the **overall design** of training.
- Select a **visual motif**: aim for a uniform look but not to the point that consistency becomes a hobgoblin.
- Discuss ways to create an **engaging and friendly tone**. This is especially important for difficult, dense, or highly technical aspects of the training. Find ways to keep your text lively, concise and clear.
- Apply current research on how the brain learns: plan for interactivity, discussion, problem solving, and **active strategies** for learning together.
- For in-person trainings, provide a **facilitative and engaging trainer's guide** as opposed to a didactic, scripted guide for the trainers.
- For self-directed eLearning, incorporate **videos, appealing graphics, self-checks**. Avoid heavy, dense text and slides weighted down with bullets.
- When designing webinars, use engaging graphics, a conversational tone, and **interaction among participants** through embedded devices on webinar platform.
- Build in **daily evaluation** for in-person trainings; make necessary adaptations, additions daily based on needs.

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## 3. Follow Up

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- Based on evaluations and feedback, plan for **refresher trainings, updates**.
- Make **notes on current training materials**; what worked well, what needs changing.