DESIGN OF TRAINING COURSE (DOT)

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 organization.

Facilitators

The facilitators who are certificated as "Master Trainers" and "Recognized Users" by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.

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. They would also be making a presentation on a given concept paper.

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, recognized by the Department of Personnel and Training.

Objectives

By 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. Write objectives in behavioural terms.

5. Distinguish between 'performance objectives', 'training objectives' and 'enabling objectives'.

6. Describe the influence of 'entry behaviour' on training design.

7. Explain the concepts of 'Andragogy ', 'Mastery Learning', Categories of Knowledge and Skills' and 'Transfer of Learning'.

8. Describe performance aids.

9. Select appropriate training methods.

10. Describe the terms 'assessment', 'internal validation', 'external validation' and 'evaluation'.

11. Include four levels of evaluation to a design proposal.

12. Prepare and present a design proposal.

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 organization. The choice of design is left for participants to decide, although it should be concerned with either a specific, task-related learning unit, or the more general design of a short course. Assessment of the project will be done by the course tutor and will be based on the pre set Project Assessment criteria. The criterion score for an acceptable project is 70%.

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