Training Development Process

The Training Process

Effective training starts well before the course is delivered. It is a process involving a series of steps that are followed to ensure all materials support the requirements of a training project. myPath Training and Employee Development follows standard instructional design principles to be as effective and efficient as possible when designing, developing, and delivering training.
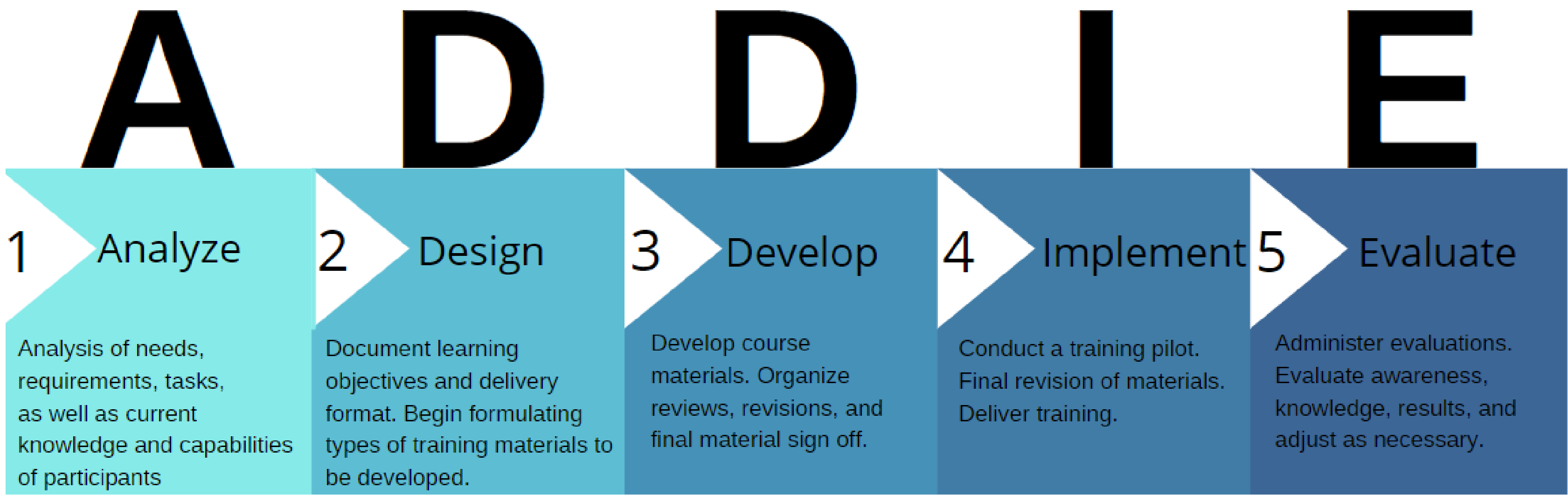
Instructional Design

Instructional Design is the process of combining information into a logical sequence or flow to create an engaging learning experience. This practice of creating instructional experiences makes the acquisition of knowledge and skills more efficient, effective, and appealing.

ADDIE Model

The ADDIE model is one of the most traditional approaches to Instructional Design and is often adopted because of its flexibility.

The ADDIE Model: an instructional design methodology used to organize and streamline the creation of training materials and courses

A D D I E

1 Analyze	2 Design	3 Develop	4 Implement	5 Evaluate
Analysis of needs, requirements, tasks, as well as current knowledge and capabilities of participants	Document learning objectives and delivery format. Begin formulating types of training materials to be developed.	Develop course materials. Organize reviews, revisions, and final material sign off.	Conduct a training pilot. Final revision of materials. Deliver training.	Administer evaluations. Evaluate awareness, knowledge, results, and adjust as necessary.

Strategic Services
Curriculum Development Process

ADDIE Roadmap

Analysis

- Needs Assessment Initial Meeting
- Identify Resources
- Kickoff Meeting
- Initial Subject Matter Expert Meeting

Design

- Develop Training Plan and Outline
- Approve Outline
- Set Development Timeline
- Develop Course Descriptions

Development

- Develop Training Materials
- Review Training Materials
- Incorporate Feedback
- Review New Training Materials
- Incorporate Additional Feedback
- Final Content Review and Sign Off
- Incorporate Final Feedback
- Develop Evaluation
- Final Management Review
- Incorporate Management Feedback
- Editorial Review
- Incorporate Editorial Feedback

Implementation

- Upload Completed Materials
- Conduct Training Pilot
- Gather Pilot Feedback
- Incorporate Pilot Feedback
- Upload Revised Materials
- Conduct Training Sessions

Roles Involved

- Executive Sponsor
- Stakeholders
- Subject Matter Experts (SMEs)
- Training Group

Training Team Roles

Instructional Designer (ID)

- Responsible for how material will be presented and in which modality (Instructor-led, Web-based, or a combination)
- Decide the levels of explanation necessary for jargon, processes, etc.
- Determine how performance will be evaluated
- Turn goals into viable learning objectives, performance objectives and experiences

Technical Support (IT)

- Keep the Project Team informed of any technical issues or interruptions with systems
- Notify the Project Team of any upgrades and their associated dates, so that there is minimal impact on training delivery
- Escalate and/or resolve any technical issues as necessary

Administrative Support (ADM)

- Keep the Project Team informed of any technical issues or interruptions with systems
- Notify the Project Team of any upgrades and their associated dates, so that there is minimal impact on training delivery
- Escalate and/or resolve any technical issues as necessary

Subject Matter Expert (SME)

- Is fully engaged in the training design, development and delivery process
- Is accessible to the Training Group to support questions during the process
- Provides content that will be arranged into material that can easily be taught and learned
- Provides information on how tasks, as well as the order of performance steps, should be performed
- Reviews any and all training material developed and provides constructive feedback
- Provides and explains the technical jargon for the system and the business unit
- Provides the performance objectives

Stakeholder (ST)

- Partners with the Training Group
- Is a person who has a stake in the successful completion of the project
- Is a person who is invested in the project and will be affected by the project along the way
- Is kept informed of key decisions and project progress