Training Curriculum Review Instrument[1]

Curriculum

<div style="background:gold">Competencies/Learning Objectives</div>

♦ Competencies and learning objectives are presented
♦ Learning objectives are linked to competencies
♦ A level of learning is clearly articulated by each learning objective, describing the specific awareness, knowledge, application and or skills that participants should gain as a result of the training
♦ Training content reflects the competency and the level of learning indicated by that competency

Strengths:

Areas Needing Improvement and Specific Suggestions:

<div style="background:gold">Themes</div>

♦ Key themes for this curriculum are:

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♦ Key themes designated at the onset of the project are referenced throughout the curriculum
♦ There is a clear connection between the key themes and the content presented

Strengths:

Areas Needing Improvement and Specific Suggestions:

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[1] Developed by the Butler Institute for Families, University of Denver

Training Methods

- ♦ A variety of learning styles are addressed (e.g., auditory, visual, kinesthetic, diverging, converging, assimilating, and accommodating)
- ♦ Alternatives are presented within activities to appeal to different learning styles when appropriate
- ♦ Learning methods change with sufficient frequency to keep participants engaged
- ♦ Didactic material is limited to no more than 30 minute segments
- ♦ Adult learning principles are reflected in the training methods (e.g., content is made relevant, learners treated as experts)
- ♦ A variety of approaches are used that include a mix of large group methods, small group activities and individual activities
- ♦ Training uses a variety of support materials including print, audiovisuals, and media

Strengths:

Areas Needing Improvement and Specific Suggestions:

Curriculum Instructions

- ♦ Curriculum provides clear instructions to the trainer for how to present a topic or activity as well as the content to be presented
- ♦ Instructions clearly explain all activity steps
- ♦ Timeframes for various aspects of the activity are presented
- ♦ All handouts and PowerPoint slides are referenced with titles that match those supporting documents
- ♦ When content addresses skill-level competencies, instructions clearly articulate the 5 step process of 1) explain 2) demonstrate 3) practice 4) feedback and 5) discussion
- ♦ Trainer notes encourage trainer to provide personal examples as appropriate
- ♦ Learning points relevant are made explicit in activity instructions

Strengths:

Areas Needing Improvement and Specific Suggestions:

Content

- Training content and activities reflect the competency and fully match the learning objective(s) and related learning level objectives
- Knowledge and skill level of the audience has been acknowledged and considered so the content is at the right developmental level for participants
- Curriculum is culturally responsive
- Culturally diverse examples are presented
- Multicultural perspectives are woven throughout the training when appropriate
- Curriculum is well-written with proper grammar and punctuation
- Application to practice is clearly articulated
- Activities are relevant to content
- Learning points to be generated from discussion are provided
- An agenda includes timeframes for all curriculum sections
- Training connects classroom experiences to on-the-job activities

Strengths:

Areas Needing Improvement and Specific Suggestions:

Sequencing of Content

- Key themes are identified early in training
- Key themes are sequenced and referenced throughout the curriculum
- Content is compatible and congruent between sections
- Material flows from simple to complex concepts
- Content flows developmentally through the levels of learning starting with awareness and up to skill-level (if content goes to skill-level)

Strengths:

Areas Needing Improvement and Specific Suggestions:

Format

- Trainer instructions are presented using a consistent format throughout the curriculum
- Content is clearly identified and presented consistently throughout curriculum
- Format is visually attractive and easy to follow
- References to handouts, PowerPoint slides, and other supplies are clearly marked and consistent throughout curriculum (e.g., reference to handouts is always in bold and italic font)

Strengths:

Areas Needing Improvement and Specific Suggestions:

Attributions

- Unless original ideas, all content is appropriately cited with full APA-style references
- For curriculum that has been adapted, source materials are clearly identified and full citations provided

Strengths:

Areas Needing Improvement and Specific Suggestions:

On-line Courses (if applicable)

- A variety of activities intermittently engage the learner
- Screen appearance is visually engaging and easy to follow
- The navigation of the curriculum is user-friendly and intuitive
- The technology works well throughout the module without "bugs" or glitches
- Feedback is provided when responding to questions

Strengths:

Areas Needing Improvement and Specific Suggestions:

Other Training Components

- Agency supports training and training transfer including:
    - Peers support one another regarding application of training
    - Supervisor knows content to be presented at training
    - Supervisor meets with participant prior to training
    - Supervisor meets with trainer after training to discuss application
    - Cohorts attend training together
- Various strategies used to support transfer of learning that may include formal on-the-job activities, coaching and/or mentoring, peer networking, webinars, and "booster" sessions
- Training participants have the opportunity to use their learning on the job
- Training participants are encouraged to apply learning on the job

Strengths:

Areas Needing Improvement and Specific Suggestions:

Training Evaluation

- Training includes a plan for evaluating outcomes such as satisfaction, learning at the various levels, transfer of skills to the job, performance outcomes and/or organizational change
- Evaluation strategies are appropriately designed for the training event (for example, pre-post knowledge tests would not be appropriate for a 1-day training)

Strengths:

Areas Needing Improvement and Specific Suggestions: