

Technical Training Competency 1.5

Competency 1.5 Technical training personnel shall demonstrate the ability to design a training course or curriculum to satisfy the training requirements identified by a needs assessment, job analysis, or other regulations or requirements.

1. Supporting Knowledge and Skills

- a. Using the results of a training needs assessment or job analysis, develop learning objectives to reflect the required knowledge and skills.
- b. Group and sequence the learning objectives as necessary to ensure adequate structure and flow of the instruction.
- c. Develop an outline and/or lesson plans to document the content of the instruction required to support the learning objectives.
- d. Select the proper training setting(s) to support the instruction.
- e. Validate that the training content adequately supports the learning objectives and the identified duties and responsibilities for which the training is provided.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read Attachment 11, "Guidelines for Writing Learning Objectives," of DOE-HDBK-1078-94, U.S. Department of Energy Standard, *Training Program Handbook: A Systematic Approach to Training*.

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Read Appendix D, pages D-7 and D-9 through D-14, of *The Occasional Trainer's Handbook*.

Review Attachment 14, Training Evaluation Standards (TESs) Review Checklist, page 109, DOE-HDBK-1078-94, U.S. Department of Energy Standard, *Training Program Handbook: A Systematic Approach to Training*.

EXERCISE 1.5-A Complete the exercises listed in Section 2.0 of *The Occasional Trainer's Handbook*.

3. Summary

Read page 2-14 of *The Occasional Trainer's Handbook*. Apply the summary to (1) the outcome of the exercises listed above and (2) your past experience in the design phase of training.

4. Exercise Solutions

EXERCISE 1.5-A Complete the exercises listed in Section 2.0 of *The Occasional Trainer's Handbook*.

ANSWER 1.5-A None required.