



# DSAT Series

## How to Meet Requirements 5 of 9



In the next **Training Design and Development (TD&D)** stage training content is derived from Training Objectives (TOs), a strategy is created to assess training and the most appropriate training methods and media are selected. The results of this stage is the recommendation of a training solution.

**Step 1**

Produce Training Content

### DSAT Requires

Training content is defined as activities needed to convey all Knowledge, Skills, & Attitudes (KSA) necessary to achieve the TOs. It is derived as follows:

- Conduct KSA analysis to identify Learning Outcomes (LOs) required to perform a Task, This can be achieved through a systematic analysis of Job Scalar Tasks; standards in competency framework; or Training Objective Performance or Standards. Classify each Learning Outcome (LO):
  - As Knowledge, Skill, or Attitude
  - According to Bloom’s taxonomy
- Define Enabling Objectives (EOs), a statement that describes the Knowledge, Skills & Attitudes necessary for the trainee to achieve a TO. State the EO in behavioural terms - i.e., Performance, Conditions & Standards
- List Key Learning Points (KLP), i.e., material required to achieve the EO &:
  - Create a sequenced framework for the development of the lesson
  - Specify learning outcome
- Format EOs & associated learning points using numbering system to demonstrate the relationship between TOs/EOs & EOs/KLPS

### ADVISOR Added Value

- ✓ Speeds data analysis. TOs identified during the Needs Analysis phase can be deconstructed into EOs, Steps & Sub Steps & assigned Knowledge, Skills & Attitudes (KSAs)
- ✓ Provides dropdown lists to simplify KSAs & KLPs Learning Outcome classification & categorization in line with Bloom's taxonomy
- ✓ Minimizes duplication by automatically creating a repository of KSAs to facilitate the allocation of similar KSAs to multiple Tasks. By tracking Tasks & KSAs common among multiple Jobs, ADVISOR facilitates the development of highly efficient curriculum
- ✓ Prompts users for the Standards & Conditions needed to generate EOs in line with DSAT requirements
- ✓ Quickly reorganize TOs & EOs using drag & drop functions that preserve the links among Tasks, TOs, EOs, KSAs & KLPs



## Step 2

Utilize Assessment Strategy to Ensure TOs are Achieved

### DSAT Requires

Utilize Assessment Strategy to ensure all TOs have been achieved by the trainees by following fundamental terms & concepts of test creation; namely define purpose, verify test suitability (validity, reliability & usability); administer both formative & summative tests; utilize frames of reference (criterion or norm reference) & select test formats (practical or theory). Apply as follows:

- Create an assessment strategy by:
  - Providing justification for test
  - Specifying tests to be used, when they will occur, where the testing tools will be held, & how results are interpreted
  - Recording decisions taken for best approach to assessment & produce guide for later test development.
  - Validating assessment by matching tests to TO requirements
  - Aligning instructional delivery with assessment strategy
  - Improving reliability & integrity of test through effective test administration
- Define elements of the assessment strategy by:
  - Defining concept for testing all TOs
  - Defining concept for formative testing
  - Defining the following policies:
    - Assignment & interpretation of grades
    - Action to be taken upon trainee failure
    - Determining course pass or failure
    - Maintenance of test records

### ADVISOR Added Value

- ✓ Facilitates the development of Test items for each Key Learning Point (KLP) including type (i.e., multiple choice, matching, performance, etc.) & Assessment Type (i.e., formative and/or summative)

## Step 3

Select Training Methods & Media

### DSAT Requires

Methods are the strategies or techniques used to impart the required KSAs, while Media are the tools & means used to apply the selected Methods. The following steps should be followed in selecting Methods & Media:

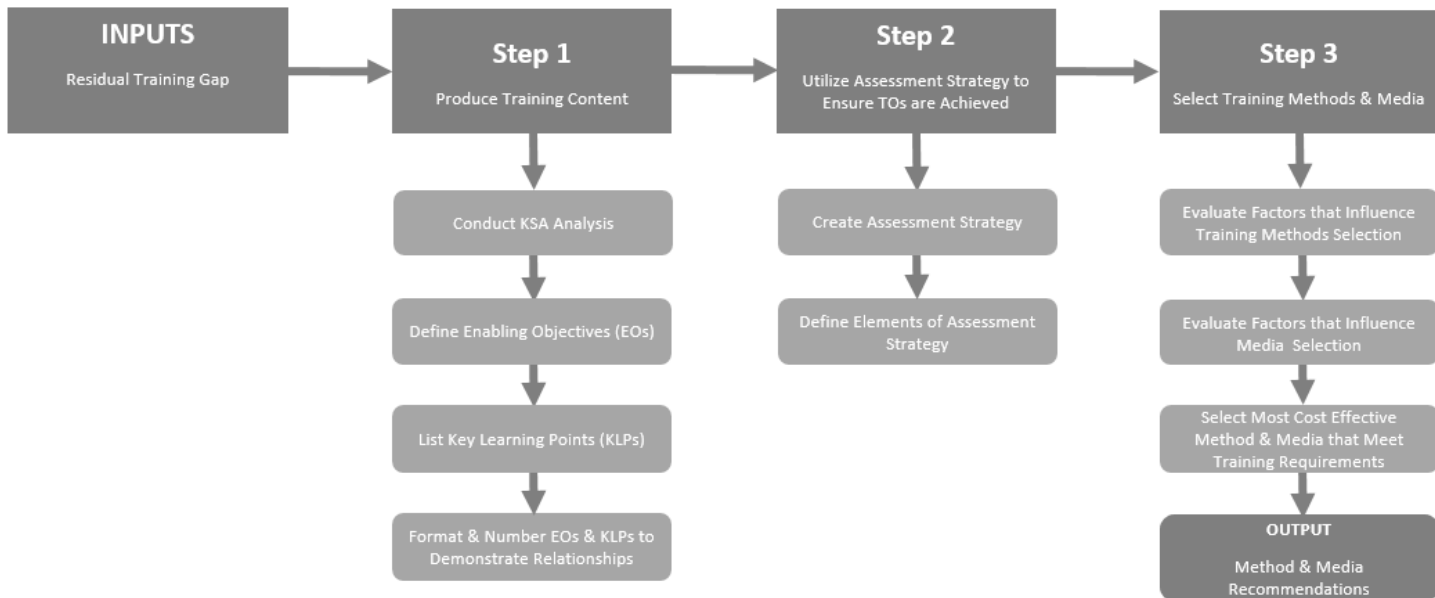
- Evaluate the following factors that influence training Methods selection:

### ADVISOR Added Value

- ✓ Minimizes the analysis time while preserving integrity by leveraging taxonomy to automatically group KLPs with similar characteristics
- ✓ Minimize costly errors by assessing the viability of 40+ delivery options through a rigorous decision matrix that maps instructional requirements to the capabilities of each media



- Assess learning factors including: type of learning, retention ability & learning styles
- Assess trainee characteristics including: motivation, literacy level, numbers & age
- Identify practical constraints
- Assess instructor attitude & ability
- Determine time availability
- Minimize need for transfer of learning from training to work environment
- Assess priority of learning
- Evaluate the following factors that influence Media selection:
  - Assess media's effectiveness in supporting learning
  - Evaluate the use of a variety of media
  - Assess essential media characteristics, namely:
    - Delivers desired learning outcomes
    - Provides required level of fidelity
    - Copes with trainee throughput
  - Assess optional Media characteristics, namely:
    - Attractiveness to learners
    - Learners' study habits
    - Instructors' style, habits & skills
    - Experience with Media & research knowledge of Media
    - Efficient management of training
    - Low risk of failure
- Select the Method & Media that provide most cost effective way to meet training requirements, as follows:
  - Measure Media's training effectiveness
  - Assess manpower required
  - Assess availability of training equipment & facilities
  - Estimate costs
  - Estimate Media's cost effectiveness
- Select & recommend Method & Media by:
  - Providing list of Methods & Media considered
  - Describing the Methods & Media options that will partially or fully meet training requirements
  - Estimating relative effectiveness of each Media option
  - Stating the training penalties of each option in terms of degradation of Performance, Conditions & Standards specified by the TOs
  - Performing cost benefit analysis
- ✓ Automatically assesses & rates the effectiveness of each delivery option in meeting instructional requirements. Eliminates instructional strategies that do not meet a critical requirement
- ✓ Provides comprehensive step by step methodology for forecasting & comparing the costs, personnel & resource requirements of viable delivery options
- ✓ Quickly forecasts & compares budget & resource requirements of viable delivery options while preserving quality control by storing common measures such as hourly rates of developers, instructors & support staff; per diem & travel costs; equipment start-up & operation costs. etc., in Templates.
- ✓ Conduct multiple "what-if" scenarios in seconds. Assess the impact of an increase in throughput, changes to instructor/trainees ratios, use of alternate blends of delivery options, build versus buy, use of internal versus external personnel & so forth on budget, personnel & resources
- ✓ Computes & compares the cost effectiveness ratios of viable delivery options to identify the option that best meets training needs at lowest cost
- ✓ Assesses the risk of each delivery option based on organizational experience & readiness
- ✓ Generates comprehensive business case report to support recommendations with a single click



Contact us today to find out how we can assist you in meeting DSAT requirements and drive training efficiency.