



MIL-HDBK-29612 Series

How to Meet Requirements 6 of 8

Planning

Analysis

Design

Development

Implementation

Evaluation

Implementation follows the completion of the Development of Instructional Materials & the approval of the Plan of Instruction. Once training material has been Designed & Developed, Implementation Phase can begin. Prior to launching the course, ensure that instructors & supervisors are prepared to conduct & administer the training, all required resources (i.e. personnel, equipment, facilities & systems) are available, & all necessary personnel & resources are in place to support & maintain the system. Implementation requires the following four functions:

Management Function

MIL-HDBK Requires

Competent management is key to an effective training system. Management ensures all components of the training system are fully integrated & compatible. Management monitors the training system to detect & correct problems that may hinder system efficiency.

Management's planning, organizing, coordinating, evaluating & reporting activities all work toward ensuring the successful implementation of an instructional system. Without the Management Function, the instructional system could be ineffective & inefficient.

ADVISOR Added Value

- ✓ Provides top down & bottom up audit trail to ensure that all identified Learning Objectives (LOs) have been addressed; & all LOs within the course are aligned to specific Tasks
- ✓ Assists project managers in locating the required personnel & resources; validating availability; producing project plans & Gantt charts; as well as tracking progress in real time

Administration Function

MIL-HDBK Requires

The Administration Function plays a vital role in the day-to-day operation of an instructional system & should be "in place" before implementing an instructional system. For example, the instructional materials must be produced & available, students must be scheduled & tracked, & health & welfare concerns have to be addressed.

ADVISOR Added Value

- ✓ Learning Management Systems (LMS) are typically used for scheduling & tracking students. ADVISOR facilitates the administration of students by exporting Training Plan (TP), Training Standard (TS) & Plan of Instruction (PoI) into html or xml file format that can be easily imported into an LMS



Support Function

MIL-HDBK Requires

The Support Function maintains the effectiveness & cost-efficiency of the instructional system. Each time a new course is developed or an existing course is revised, all support requirements must be identified & adequately supported.

Support activities include but are not limited to:

- Supplying equipment, parts & materials
- Maintaining equipment & facilities
- Providing instructional materials
- Constructing instructional aids & facilities
- Providing funding & services

Necessary Support Functions must be made available as required in order to operate the instructional system.

ADVISOR Added Value

- ✓ Quickly & accurately forecasts budget, personnel, facilities & equipment needed to develop, deliver, support & maintain the course using various blends of delivery options based on throughput, instructor/trainees' ratios & course length

Delivery Function

MIL-HDBK Requires

The Delivery Function is defined as the means or methods by which training is provided to the students (e.g. instructors, computers, trainers, programmed text, job aids, etc.). To successfully deliver the training, appropriate instructional Delivery Methods should be selected & the instructional delivery system should be available. Without the Delivery Function training cannot be implemented.

ADVISOR Added Value

- ✓ Learning Content Management Systems (LCMS), Learning Management Systems (LMS) and/or Authoring Tools are typically used for the development & delivery of courseware. ADVISOR facilitates the development & delivery of training by exporting Training Plan (TP), Training Standard (TS) & Plan of Instruction (PoI) into html or xml file format that can be easily imported into MS Word, Excel, LCMS, LMS & Authoring Tools



Step 1

Prepare for Conducting Instruction

MIL-HDBK Requires

Ensure that all personnel, resources & equipment are available & ready to support the training. More specifically, verify the availability of Equipment, Facilities, Human Resources, Funding, Schedule & Time, & Materials & Supplies

Adequate preparations produce graduates that meet job performance requirements, while inadequate planning & preparation can result in the complete failure of an instructional system.

ADVISOR Added Value

- ✓ Quickly & accurately forecasts budget, personnel, facilities & equipment needed to develop, deliver, support & maintain the course using various blends of delivery options based on throughput, instructor/trainees' ratios & course length
- ✓ Assists project managers in locating the required personnel & resources; validating availability; producing project plans & Gantt charts; as well as tracking progress in real time

Step 2

Conduct Training

MIL-HDBK Requires

Training should be conducted as long as it is needed & monitored to ensure that it continues to operate effectively & cost-efficiently - i.e., produce graduates that meet job performance requirements.

The following ongoing activities are proposed during the operation of the instructional system, to preserve the system's integrity:

- Manage Resources (i.e., instructors, students, equipment, etc.)
- Develop Staff's Expertise
- Conduct Effective Training, by:
 - Keeping the training student-centered
 - Limiting instructors' ability to change the training
 - Validating instructors' ability to perform professionally
 - Ensuring that instructors are qualified & certified in assigned units/blocks
- Evaluate students' operational ability

Resource Management as the single most critical issue for training managers & instructors during the conduct of training.

Output: Qualified Graduates

ADVISOR Added Value

- ✓ Facilitates Resource Management by generating project plan for each course, locating required personnel & resources; validating availability; monitoring utilization rates & tracking progress in real time
- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standard & condition for each Mission, Task & Learning Objective (LO)
- ✓ Facilitates data collection, compilation & analysis through a series of Data Collection Forms
- ✓ Provides a comprehensive performance improvement model with root cause analysis function that quickly zeros-in on the source of the problem & identifies Plausible Solutions to achieve the desired standard

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