



CFITES SERIES

How to Meet Requirements 5 of 7

Analysis

Design

Development

Conduct

Evaluation

Validation

The primary objective of the **Conduct Phase** is to deliver instruction that enables personnel to successfully achieve the Performance Objectives (POs) for a specific job and/or training and education requirements. The Canadian Armed Forces (CAF) uses the following main processes to conduct the training.

Step 1

Deliver Training



CFITES Requires

Deliver training in line with adult learning principles. CAF Instructional staff use the ICEPAC model (outlined below) to apply these principles.

Interest: People learn best when they are interested. Engaging instruction increases learner motivation. Proposed Techniques: Provoke learner curiosity using variety, realism & learner participation. Explain why the material is important to know.

Comprehension: Start at a level appropriate for the learners & proceed at their rate of comprehension. Proposed Techniques: Recall previously learned concepts, learner observation & questioning, formative assessment & scaffolding.

Emphasis: Place emphasis on the material to be learned to enhance retention. Proposed Techniques: Present material in a logical manner. Review teaching points in class & assign homework to emphasize material to be learned.

Participation: People learn best when they are active participants in the learning process. Proposed Techniques: Assign briefs, presentations & learner demonstrations; pose questions; & use guided discussions, team, group & partner work.

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 Plans (TPs) & Qualification Standard and Plans (QSPs) into html or xml file format that can be easily imported to MS Word, or the Defence Learning Network (DLN) & AFILE Learning Content Management System (LCMS)



Step 1

Deliver Training



CFITES Requires

Accomplishment: Learners must know the outcome, their progress & gain satisfaction in attainment. Proposed Techniques: Clearly state learning objectives. Provide guidance, feedback & coaching to learners as they progress towards achieving learning goals.

Confirmation: Ensure the learners know that they have mastered the required learning objectives. Proposed Techniques: Learner observation, questioning & feedback, end of lesson exercises, practice sessions, assignments, quizzes & exams.

Instructors' role vary based on the instructional strategy/method. Canadian Forces Individual Training and Education System (CFITES) Volume 6 Conduct of Instructional Programmes provides detailed information on CAF instructor roles. A brief outline of the proposed roles for each method is presented below:

- Instructor-Led Methods: Interactive Lecture, Demonstration & Performance
- OJT Instructor Methods: Demonstration
- Facilitated Learning Methods: Case Study, Problem Based Learning & Field Trip
- Technology Based Methods: CBT, WBT & Multimedia learning programs
- Simulator Instructor Methods: Modelling & Coaching
- Distance Learning Methods: Facilitation, WBT, Audio, Video & Computer Conference

Step 2

Monitor Learning



CFITES Requires

Monitor learners' progress in order to identify when learning is not taking place & apply remedies as required. Learner progress is monitored through:

- Formative & summative assessments
- Number of re-writes required by learners
- Test scores compared at the individual learner level & across multiple courses
- Learner motivation & attrition

ADVISOR Added Value

- ✓ 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
- ✓ Minimizes waste & maximizes impact by forecasting the costs & benefits of Plausible Solutions & focusing resources on initiatives with highest value



Step 2

Monitor Learning



CFITES Requires

When learning difficulties are encountered a full analysis of the learning environment & the learner is undertaken, as follows:

Learning Environment:

- Analyze Instructional materials & assessment instruments (exams) to confirm alignment
- Confirm that learners received all required instructional materials & support
- Verify Instructional Staff performance

Learners:

- Assess personal problems including attitude, attendance, alcohol, drug abuse or stress
- Consider family or personal relationships (financial difficulties, personal conflict or moral dilemmas)
- Identify personality conflict or harassment issues
- Assess peer, supervisor or instructor problems
- Assess learning difficulties

ADVISOR Added Value

- ✓ Generates comprehensive Performance Analysis report to support recommendations in a single click

Step 3

Monitor Instruction



CFITES Requires

Monitor training delivery to ensure that the training environment promotes learning by:

- Auditing learning materials & instructional strategies employed against the guidance provided in the TP
- Examining learner files
- Monitoring training delivery
- Developing & conducting performance checks
- Preparing, administering & analyzing learners' course evaluations
- Reviewing instructor's course evaluations



Step 4

Develop Instructional Staff



CFITES Requires

Develop instructors through a blend of indoctrination, formal & informal training. Measure the effectiveness of instructors by monitoring the classroom & other learning environments to identify & correct problems through counselling & the reinforcement of effective methods.

Formal training includes Basic and Advanced Instructional Techniques courses offered by the Canadian Forces Training Development Center. Indoctrination & Informal training is developed & delivered at the local level & can include OJT, Team Teaching, Professional Development Sessions, Recommended Readings, Monitoring & Counselling.

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