S6000T Series

How to Meet Requirements 2 of 3

Training Analysis Training Deign

The primary objective of the **Training Analysis Phase** is to identify training & education needed to meet a performance deficiency. The following 7 step process is recommended in **S6000T**.

Step 1

Training Situation Analysis

S6000T Requires

Determine if training problem exists and possible alternative solutions (i.e., revise procedures, re-allocate tasks, procure equipment, improve management and supervision). The process unfolds as follows:

- Collect data on current environment
- Collect data on proposed performance needs
- Analyze data
- Identify gaps
- Identify deficiency causes
- Identify solutions for gaps & deficiencies
- Document recommendations
- Generate Training Situation Analysis Report (TSAR)

ADVISOR Added Value

- ✓ Include comprehensive needs assessment model with root cause analysis function that quickly zeros-in on the source of the problem, identifies plausible solutions including Training, Job Aides, Feedback/Communication, Policies/Procedures, Equipment, Management/Supervisory Skills, Incentives, Job/Process Redesign, and so forth, to achieve the desired outcome.
- ✓ Prioritize solutions based on effectiveness & costs.
- ✓ Generate Needs Assessment & Root Cause Analysis Report.

Step 2

Mission Analysis

S6000T Requires

Systematic study to identify overall and supporting missions as well as mission tasks. The process unfolds as follows:

- Gather mission-relevant data
- Assess mission objectives needs
- Compile mission list
- Identify critical mission tasks
- Review and validate mission tasks
- Compile list of missions, functions & tasks

ADVISOR Added Value

- ✓ Identify & prioritize missions & decompose into segments & functions to facilitate identification of tasks.
- ✓ Minimizes duplication by automatically creating a repository of mission tasks to facilitate the allocation of similar Tasks to multiple missions, segments, or functions.
- ✓ Generate Master Task List Report with missions, segments, & functions as well as the tasks for each.

Step 3

Job Analysis

S6000T Requires

Systematic study to decompose, structure and comprehensively describe a job for the purpose of establishing training requirements. Involves identifying all critical tasks needed to accomplish relevant missions and duties. The process unfolds as follows:

- Develop job/task list
- Determine data collection techniques
- Conduct job analysis
- Analyze data
- Document job/task list
- Identify all jobs needed to operate or maintain a product

ADVISOR Added Value

- ✓ Provide multiple forms to support various methods of data collection including individual interviews, focus groups, observations, & surveys.
- ✓ Identify jobs including duties.
- ✓ Facilitate the allocation of mission tasks to multiple jobs. Track tasks common among multiple Jobs to facilitate the Identification of common versus job specific functions.
- ✓ Generates scalar diagrams with few mouse clicks.
- ✓ Quickly generate Job Specification Report, & Job Competency Report.

Step 4

Identify Tasks

S6000T Requires

Develop task inventories that describe how humans will perform assigned product functions, as follows:

- Analyze job equipment interfaces
- Identify comparable tasks
- Develop tasks list
- Develop sub tasks and steps
- Validate task list
- Generate a list of task inventories, collective and individual tasks including sub tasks, steps, roles, performance requirements and other task attributes.

ADVISOR Added Value

- ✓ Identify system & sub systems.
- ✓ Identify tasks needed to operate, maintain & support each system & sub system, & organize accordingly.
- ✓ Facilitate the allocation of system tasks to multiple jobs. Tracks tasks common among multiple jobs.
- ✓ Decompose tasks into sub tasks, steps & sub steps; & quickly organize using drag & drop function.
- ✓ Generate Job Task List Report, System Task List Report, Common & Job Specific Task List Report with few mouse clicks.

Step 5

Task Selection

S6000T Requires

Identify tasks that require initial training, those that can be performed using alternate methods such as job aids, and those that require no training, as follows:

- Identify DIF attributes per task
- Run the model
- Determine task selection results
- Identify task selection results (training category of each task) & generate list of tasks that require training.

ADVISOR Added Value

- ✓ Maximizes training impact & optimizes resources by analysing Job tasks based on task based on task difficulty, Importance & frequency (DIF) model attributes to assess training requirements/priority.
- ✓ Identify tasks that can be supported by job aids based on characteristics, safety & other considerations.
- ✓ Quickly generate Training Task List Report including reasoning behind recommendations.

Step 6

Training Task Analysis

S6000T Requires

Provide details on how task is performed, under what conditions, & to what standard. Identify the KSAs required to perform tasks/sub tasks as well as collect additional task attributes, required by analyst to establish individual training strategy & to design & develop the training program. The process unfolds as follows:

- Identify task/sub task attributes
- Identify task conditions & standards
- Develop performance objective
- Identify learning level
- Identify knowledge, skills & attitudes
- Generate task analysis report

ADVISOR Added Value

- ✓ Generate performance objective from tasks that require training. Decompose into enabling objectives.
- ✓ Define proficiency level, standards & conditions for each objective.
- ✓ Identify knowledge, skills & attitudes needed to perform each objective.
- ✓ Identify knowledge/skill gap & learning objectives by comparing current knowledge/skill levels of each job to desired level.
- ✓ Maintain consistency by automatically cascading relevant task attributes to objectives.
- ✓ Generate Training Requirements Report for each job in a single click.

Step 7

Training Strategy

S6000T Requires

Produce training development blueprint that meets organization training needs & supports mission accomplishment. Align blueprint with the overall strategy of the product so the product can be operated and maintained upon delivery. The process unfolds as follows:

- Develop system description
- Develop training system description
- Determine training system schedule
- Document training system strategy
- Generate detailed training strategy
- Generate management plan with detailed schedule

ADVISOR Added Value

- ✓ Systems and sub systems are captured with ADVISOR along with description, operational & maintenance tasks, & training requirements.
- ✓ Develop training strategy for each system along with training plan.
- ✓ Generate realistic project plan within ADVISOR based on course length, start and end dates, dependencies, constraints, & available personnel/ resources.
- ✓ For each system, quickly generate training plans, & project plans; & monitor progress in real-time.

Business Objects

S6000T Requires

Defines the most important business objects & data elements captured during the training analysis process. Business objects define something that exists in the real world or are placeholders for information that belong together from a logical standpoint. Data elements define the type of data that can be captured for the respective business object.

ADVISOR Added Value

- ✓ ADVISOR captures S6000T Business Objects along with corresponding Data Elements.

S6000T News You Can Use From BNH Expert Software

Contact us today to find out how we can assist you in meeting S6000T requirements and drive training efficiency.

4000 Steinberg Street, Montréal, QC, Canada H4R 2G7 ☎ 1 (514) 745-4010 www.bnhexpertsoft.com

ADVISOR ENTERPRISE
Plan better... Achieve more!