

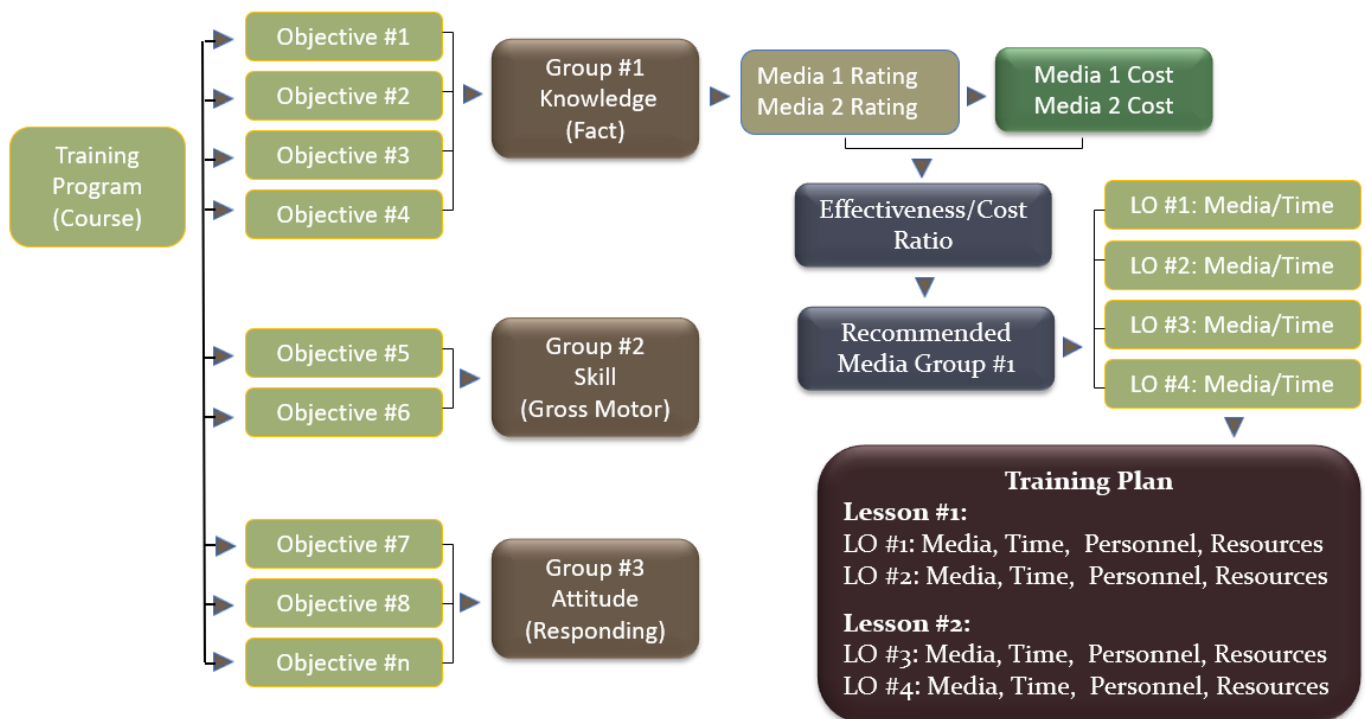


# ADVISOR Series

## How to Leverage ADVISOR Capabilities 4 of 9

Needs   Analysis   **Design**   Fidelity   Resources   Management   Performance   Life Cycle

**Training Design:** To identify the most effective and efficient way to deliver training. Improves training decisions by rating the effectiveness as well as forecasting and comparing the costs of alternate blends of delivery options. In addition to maximizing training efficiency, ADVISOR minimizes costly errors by assessing the risks associated with the introduction of new technology. In summary, ADVISOR Training Design module provides a step-by-step approach for conducting Training Media Analysis (TMA) or Option Analysis and generating Training Plans.





## Step 1.

### Program & Courses Analysis

#### Objective

Setup training programs & courses. Each course can address collective or individual training requirements for specific jobs, systems, competencies, missions, or combination. Process unfolds as follows:

- List programs
- Identify courses within each program
- Define course attributes

#### Inputs

- ✓ Missions, Systems, & Jobs Training Requirements Analysis Reports
- ✓ Target Audience

#### Outputs

- ✓ Program Analysis Report

## Step 2.

### Target Audience Analysis

#### Objective

Analyze & reduce trainees characteristics to a single set of general traits. Identifies the most important traits for the group & the Knowledge, Skill, Attitude (KSA) that are relevant to the instructional situation. Process unfolds as follows:

- Select target audience
- Define target audience characteristics
- Identify constraints
- Input financial data, as needed
- Specify throughput over life cycle

#### Inputs

- ✓ Missions, Systems & Jobs Analysis Reports
- ✓ Trainees' characteristics & classifications
- ✓ Customer training stakeholders
- ✓ Trainees' activities & existing training curricula

#### Outputs

- ✓ General characteristics & audience profile, including prerequisites

## Step 3.

### Learning Objectives Analysis

#### Objective

Generate Learning Objectives (LOs). LOs are precise statements of training outcomes, including behaviour to be demonstrated, conditions which behaviour is performed, & degree of measurement based on performance standard. Process unfolds as follows:

- Review/Select learning gaps
- Write LO statement for learning gaps. Typically includes behaviour, conditions & standards
- Write supporting LO statements
- Identify key learning points for each LO statements, as needed
- Group LOs with similar characteristics - i.e., Learning Outcome & Characteristics
- Cross-reference LO statements to task performance objectives

#### Inputs

- ✓ Missions, Systems & Jobs Training Requirements Analysis Report
- ✓ Missions, Systems & Jobs Task Analysis Reports
- ✓ Subject Matter Experts (SMEs)
- ✓ Learning taxonomies & LO writing standards

#### Outputs

- ✓ Learning objective statement list
- ✓ Mission, System & Job Align Tasks with Training Reports



## Step 4.

### Media Analysis

#### Objective

Identify the most effective ways to deliver learning content to trainees. The primary aim of this step is to identify viable media for each Learning Objective (LO) based on, audience profile, limitations, content as well as instructional design strategies and fidelity required to facilitate the learning. Process unfolds as follows:

- Select media pool
- Define LO requirements for each group
- Run media selection model
- Identify viable media
- Review reasoning behind ratings
- Adjust assumptions as needed
- Approve media selection results

#### Inputs

- ✓ Product characteristics
- ✓ Target audience description
- ✓ LO statements, Learning Outcomes & Characteristics
- ✓ Training, Instructional & Assessment strategies
- ✓ Subject Matter Experts (SMEs)

#### Outputs

- ✓ Media Analysis Report

## Step 5.

### Cost Analysis

#### Objective

Forecast & compare costs, personnel & resources required to use viable media to develop, deliver, administer, manage & support training. Process unfolds as follows:

- Select media to evaluate
- Specify base of comparison
- Specify instructor/trainees per class
- Define personnel & resources needed to develop, deliver, administer, manage & support training
- Select personnel/resources needed for each activity
- Review costs, personnel & resources required for each media.
- Approve costs, personnel & resources

#### Inputs

- ✓ Cost Factors Manual
- ✓ Development hour per hour per media
- ✓ Average developers, instructors, administrators, managers, & support staff costs/salaries
- ✓ Training equipment acquisition & operation costs
- ✓ Facilities costs
- ✓ Travel & per diem costs
- ✓ Subject Matter Experts (SMEs)

#### Outputs

- ✓ Total & Direct/Indirect Cost Distribution Charts
- ✓ Cost Breakeven Point Charts
- ✓ Personnel/Resource Requirements
- ✓ Total Life Cycle Costs
- ✓ Cost per Trainee
- ✓ Cost Analysis Report



## Step 6.

### Training Strategy

#### Objective

Select the optimal blend of media for the delivery training. Process unfolds as follows:

- Review the effectiveness of each media
- Review the life cycle costs of each media
- Assess the risks & impact of each media
- Consider cultural, doctrine, social & other factors
- Recommend training strategy

#### Inputs

- ✓ Media Analysis Report
- ✓ Cost Analysis Report
- ✓ Cost Effectiveness Analysis Report

#### Outputs

- ✓ Training Strategy (Executive Report)

## Step 7.

### Training Plan

#### Objective

Generate the chronological progression of Learning Objectives for training. Identify the LO groupings & ordering for a course & its component course elements, i.e., training lessons. Organize LOs into an optimal sequence for training & define a comprehensive training curriculum for the target audience. Process unfolds as follows:

- Create lessons
- Group & order LO statements
- Optimize LO sequence
- Review project requirements & constraints
- Approve LO sequence

#### Inputs

- ✓ LO statement list & task analysis results
- ✓ Assessment, instructional & training strategies
- ✓ Media selection results & audience description
- ✓ Subject Matter Experts (SMEs)

#### Outputs

- ✓ Training Plan Report

## Step 8.

### Curriculum Outline Approval & Release

#### Objective

Provide guidance for finalizing curriculum outline content, structure, & associated requirements. Approval of outline & resources is reached by reviewing the instructional soundness & feasibility of the technical approach. Curriculum outline is then placed under version control. Process unfolds as follows:

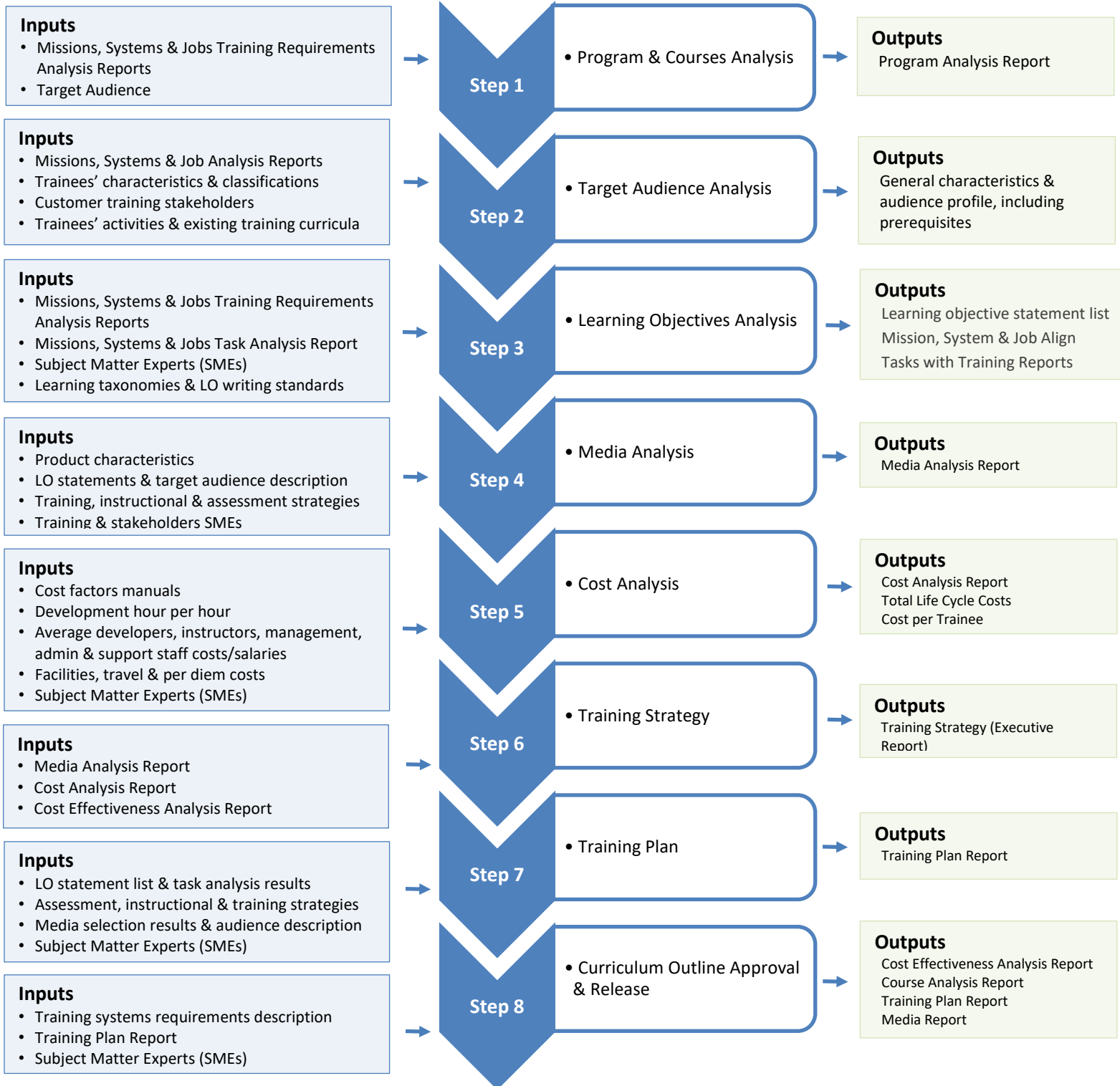
- Verify technical soundness
- Verify technical approach feasibility
- Obtain customer approval
- Release curriculum outline for development

#### Inputs

- ✓ Training system requirements description
- ✓ Training Plan Report
- ✓ Subject Matter Experts (SMEs)

#### Outputs

- ✓ Cost Effectiveness Analysis Report
- ✓ Course Analysis Report
- ✓ Training Plan Report
- ✓ Media Report



**Contact us today to find out how we can assist you  
Streamline training design & drive training efficiency.**