We plan to use the ADDIE model to develop the program outcomes for our program:

1. Analyze

a. Clarify organizational and training program objectives

b. Determine strategies for transferring learned skills to the workplace

c. Investigate constraints in implementing the program, including technological, budget, timing and duration

d. Determine the target participants, program entry requirements, participant characteristics and special needs

e. Determine the tasks currently performed by target participants and level of performance required following the training

f. Estimate program design, development, implementation and evaluation costs, effort required and schedule

Deliverables: Training Needs Analysis

2. Design

a. Translate the program objectives into terminal and enabling learning objectives

b. Design program structure, format, sequence, and mode of delivery

c. Determine program evaluation methodology, data collection methods, timing and reporting formats

Deliverables: High-level Design

3. Develop

a. Conduct pilot program to test that program meets client requirements

b. Develop coaching/mentoring guides and resources

c. Develop participant assessments

d. Develop project and program evaluation instruments

e. Review implementation and evaluation costs, effort required and schedule

Deliverables: Session plans, trainer guides, learner guides and resources

4. Implement

a. Produce program materials and aids

b. Install on-the-job aids

c. Conduct training sessions

d. Implement training transfer strategies

e. Collect program and participant feedback

Deliverables: Completed participant assessments and feedback forms

5. Evaluate

a. Collect training program and project evaluation data

b. Review training program performance (number of employees trained, percent participants passed, participant satisfaction

c. Evaluate project performance (cost, schedule, scope, stakeholder satisfaction, project team satisfaction)

d. Report program and project performance results

Deliverables: Program and/or Project Evaluation Reports