



TRAINING 101: IMPLEMENTATION & EVALUATION

**Presented to: NAPTA Instructor
Skills Conference VII**

PRESENTER BIO

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Systran

- Over 18 years in adult learning, training development, and project management
- Designed, developed, implemented and evaluated training material for multiple chemical and refining companies

INTRODUCTION

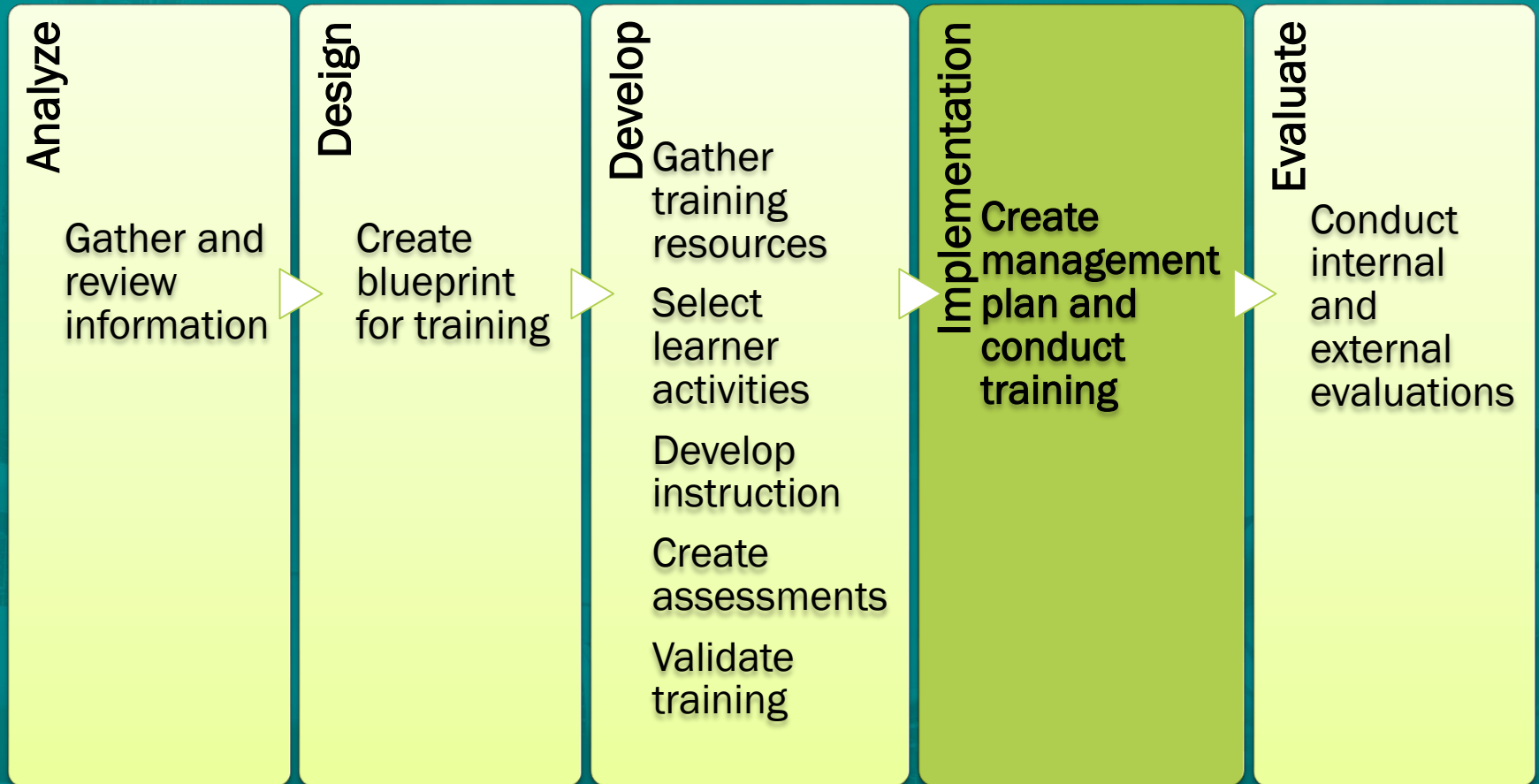


LEARNING OBJECTIVES

After completing this lesson, you will be able to:

- Describe the components of the learning climate
- Explain the techniques in setting up the training room
- Explain the techniques of presenting effectively
- Explain the benefit of training evaluation
- State the types of evaluation

INTRODUCTION



IMPLEMENTATION LOGISTICS

- Class roster
- Materials
 - Handouts
 - Name tents/tags
 - Electronics (laptops)
- Refreshments
- Timing



TRAINING ROOM CLIMATE

- Training room setup
 - Individual
 - Group
 - Team
- Warmth and professionalism
- Visual cues
- Clear expectations



TRAINING ROOM CLIMATE

- Quiet location
- Good lighting
- Comfortable

Goal



- Lots of distractions
- Poor ventilation
- Too small

Avoid



The background of the slide is a teal color with a faint, semi-transparent silhouette of an industrial facility, possibly a refinery or chemical plant, featuring various towers, pipes, and structures.

ACTIVITY

Implementation Logistics

PRESENTATION

- Importance of Presentation Skills
- Presentation method must teach success
- Trainer must instruct/demonstrate correctly



PRESENTATION

Look
Confident



Sound
Confident



Credible

PRESENTATION



Explain the scope



Presentation



Guided instruction



Task practice/
knowledge application
(exercise or activity)

	U	P	F	G
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ease of Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ease of Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Error Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Value	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: U = unsatisfactory; P = poor; F = fair; G = good; E = excellent

Evaluation

Components of a Training Session

PRESENTATION



Props

Demonstrate
component parts



**Whiteboard or Flip
Chart**

Used in informal or
small presentations



PowerPoint Slides

Use as prompts

Types of Visual Aids

PRESENTATION

Props

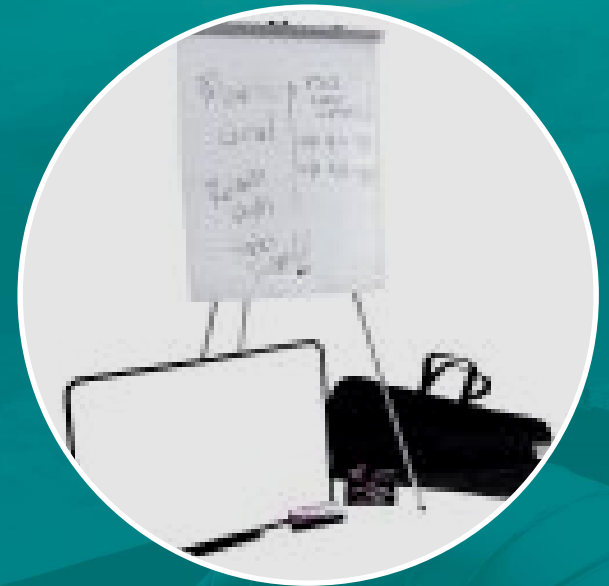
- Large enough to see
- Cover until time to use
- People remember what they see, touch, hear
- Make sure everyone can interact with the prop



PRESENTATION

Whiteboard/Flip Chart Tips

- Dark/high contrast markers
- One idea per page
- Bullet points
- Capture ideas
- Capture details
- Summarize



PRESENTATION

PowerPoint Slides

- High level, not every detail
- Consistent look/fonts/alignment
- No more than 7 points per slide
- Fonts larger than 18 points



Helpful
Hint

When creating slides, simplicity and consistency are key.

PRESENTATION

Questions and Answers

- Brief
- Avoid double barreled questions
- Distribute evenly
- Avoid vague or unfocussed questions

PRESENTATION

Responding to Questions

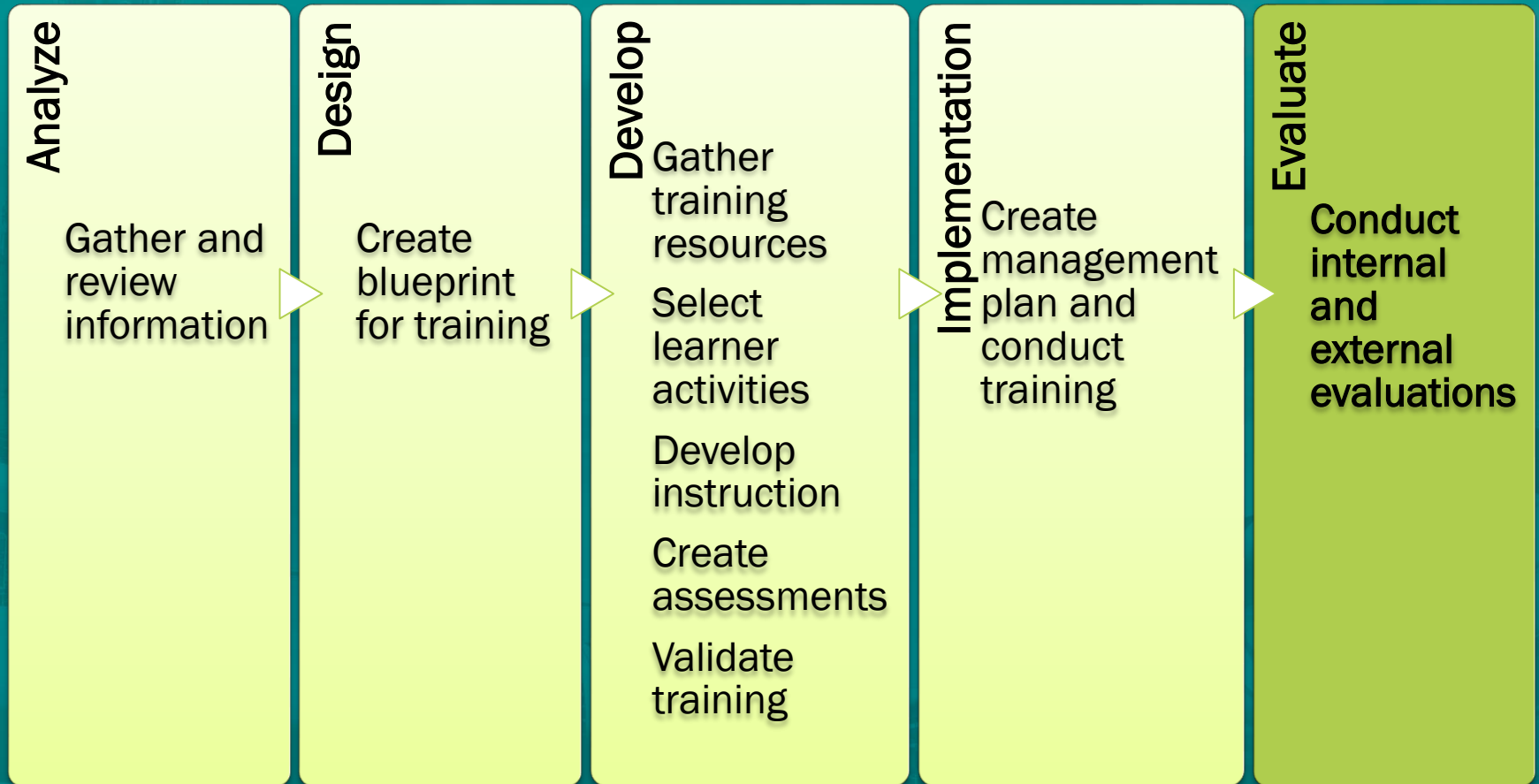
- Acknowledge contributions
- Respond immediately
- Congratulate correct answers
- Correct misperceptions
- Point out merits in wrong answers
- Check for understanding

The background of the slide is a teal color with a faint, semi-transparent image of an industrial facility, possibly a refinery or chemical plant, featuring various pipes, towers, and structures. The image is centered on the slide.

ACTIVITY

Presentation Challenge

EVALUATION



EVALUATION

Level 1

- Smile sheet

Level 2

- Knowledge Assessment

Level 3

- Transfer to job

Level 4

- ROI

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ACTIVITY

Evaluate the Evaluations

SUMMARY

In this lesson, you learned how to prepare your training session including how to:

- Establish a productive learning environment
- Set up the classroom
- Present effectively
- Evaluate training effectiveness

QUESTIONS

For more information, contact:

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