**Exercise: 4 Corners Activity**

What type of activity just occurred?

What is the difference between an ‘icebreaker’ and ‘opener’?

Why do an icebreaker or opener?

|  |  |
| --- | --- |
| **Advantages to 4 Corners** | **Cautions to Consider** |
|  |  |

**Exercise: Pair and Share**

|  |  |
| --- | --- |
| **Advantages to Pair and Share** | **Cautions to Consider** |
|  |  |

**Writing a training plan is critical because:**

1. It serves as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the trainer.
2. It shows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the learner.
3. It increases the chances that the training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be met.
4. Keeps trainer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the training content.
5. It guides the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for each workshop segment.

**7 Steps to developing a Training Plan:**

1. Who?
2. Why?
3. When?
4. Where?
5. What For?
6. What?
7. How?

**The Training Plan Form**

A framework for intentional **Planning** of all three components

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Component

 b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Component

 c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Component

**PACES™**

**P**review: Agenda, Outcomes (WO**/**TOs), WIIFM**/**K

**A**ctivate Prior Knowledge: Opening Activity

**C**ontent: Presentation of Knowledge & Skills

**E**xercise: Practice skill(s) related to the content

**S**ummary: Brief review, application activity, Q&A, Evaluations, Implementation Plan, Follow-Up

Middle

**CONTENT DELIVERY**

****

End

**CLOSING**

**P A** **C E s S™**

Beginning

 **OPENING**

**Content Delivery Sequence:
CEs** Examples:

**20 – 25%**

**10 –
 15%**

**60-70%**

* + **C**ontent, **E**xercise (1-2 hr. training)
	+ **C**ontent, **C**ontent, **E**xercise (2 hr. training)
	+ **C**ontent, **C**ontent, **C**ontent, **E**xercise, **S**ummary (3 hr. tr.)
	+ **C**ontent, **C**ontent, **C**ontent, **E**xercise, **s**ummary, **C**ontent, **C**ontent, **C**ontent, **E**xercise, **S**ummary (more than 3 hrs.)

**Trainer’s Responsibility**

Keep the training ***focused***.

***Adhere***tothe requested time frame.

***Follow*** specific range of time percentages

**SMART Outcomes:**

**S**pecific – target a specific area for improvement

**M**easurable – [suggests] a guide of progress

**A**ttainable – manageable for individual

**R**elevant – why should it be done

**T**imed – when the result(s) can be achieved

|  |  |
| --- | --- |
| **Workplace Outcome**Describes what the participant will do when they **RETURN** to the program.  | **Training Outcome**Describes what the participant will do **DURING** the training. |

|  |  |
| --- | --- |
| **Advantages Using a Game** | **Cautions to Consider** |
|  |  |

**Levels of Evaluation Examples**

|  |  |  |
| --- | --- | --- |
| **1** | **Participant Reaction** |  |
| **2** | **Participant Learning** |  |
| **3** | **Behavior Change** |  |
| **4** | **Results and Impact** |  |

**NOTES**

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