

# Partners in Training

## Guideline Checklist for Development of Training Standards

### A) Needs Assessment:

- 1) Document the mandate for organization.
- 2) Identify existing legislation/regulation codes relative to their sector.
- 3) Determine training needs and competencies.
- 4) Determine current training in place in your organization.
- 5) Document existing training for the desired skill set (training data base).

### B) Training Program:

- 6) Define and develop learning outcomes and competencies.
- 7) Consider any pre-requisites (e.g. formal education, experience).
- 8) Document course description and/or document how competencies are acquired.
- 9) Establish scope of practice.
- 10) Develop code of conduct.
- 11) Determine which level of recognition of training is required
  - I) Acknowledgement of attendance
  - ii) Certificate of participation
  - iii) CertificationProof required indicating an individual has met a standard, evidenced through objective evaluation of knowledge and /or performance; renewals; ongoing professional development etc.
- 12) Develop course content and/or training program requirements (including information obtained from the previous tasks in the needs assessment and legislation).
- 13) Teaching Methodologies (including presentation practices).
- 14) Determine tools needed (e.g. manuals, exams, test requirements for level of training).
- 15) Determine training support required, for the Trainers and/or the Master Trainers
- 16) Logistics (location, space, registration process, number of participants, equipment required (i.e. flip chart, o/v head).

### C) Business Practices:

- 17) Develop appropriate record keeping procedures.
- 18) Develop process for discipline, complaints, and appeals (e.g. foreman about staff, union agreement, certifying agencies to certify, recertify, and/or de-certify).
- 19) Determine frequency of training updates.
- 20) Develop audit and/or evaluation process for course and frequency of review of course.
- 21) Marketing Plan (both internal and external plan).

### D) Risk Management:

- 22) Obtain necessary insurance for organization and members.
- 23) Obtain legal counsel for review of the entire program for legality and efficacy as well as verifying satisfactory insurance coverage.
- 24) Contracts and agreements (e.g. with external providers on learning outcomes and course content of training).