Instructional Design Job Aid

- **Current State**-busisness results achieving in measureable terms
- **Desired State**-where the client would like the results to be in measurable terms
- ***Delta***-*variance between current state vs desired state*

Performance Gap Analysis

- Pinpoint the **root causes** leading to the performance discrepancy
- Is training truly the issue or is it **performance management issues** and or other causes?

Root Cause Analysis

- Tie in the Problem Statement, Performance Gap Analysis & Root Cause Analysis
- Introducing the **Findings & Recommendations**

Front End Analysis

Well-defined **problem statement** highlighting individual performance <u>resulting in</u> consequence to the organizational outcome

- **Training Solution is the issue**
- **Problem Statement**
- **Conclusion from Front End Analysis**
- **Analysis** Plan-Inputs, Purpose & Methods
- **Instruments-** Data Collection Method(s)-Focus Groups, Surveys, Interviews

Training Needs Analysis

- **Rationale**
- **Target Population**
- **Course Description**
- **Terminal Objectives**
- **Enabling Objectives**
- **Evaluation Strategy**
- **Prerequisites- Participants & Facilitators**
- **Deliverables and 24 hr Checklist**

Design Plan

- **Level 1 Reaction**
- **Level 2 Learning Transfer**
- **Level 3 Behavior**
- **Level 4 Results**

Evaluation Instruments

- **Instruments- Data Collection Summary**…analyze the collections methods used to look for patterns or trends
- **Findings** – summarize and report results from the focus groups, interviews and or surveys
- **Recommendations** – provide proposed solutions to client via training needs in accordance to the target population

- **Reaction** –Did the learner like the learning process?
- **Learning Transfer**– To what extent did the learner gain skills and knowledge?
- **Behavior-** Were there changes in job performance resultant of the learning process or the ability to effectively perform the skill newly learned?
- **Results** -ROI -What are the tangible results of the learning process- reduced cost, improved efficiency or increased production?