Tools For Trainers

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TRAINING

Calendar of Events

- **April 13, 2004** -- STAPPA/ALAPCO Training Committee monthly conference call from 12:00 noon - 1 p.m. (Eastern Time). The call-in number is (800) 321-7001; access code 834059. An agenda will be here prior to the call. (Because of the JTC meeting in March, there will be no call in March.)
- **March 1 - 4, 2004** -- Joint Training Committee meeting, San Diego, California. Click here for a registration form, which should be returned to STAPPA/ALAPCO no later than February 20, 20 Hotel reservations should be made as soon as possible, but no later than February 6, 2004 by the Courtyard Marriott at 619-446-3000 and asking for the WESTAR room block. The rate is $9 plus a 10.55% tax. Click here for a hotel information form. Click here for the draft agenda.

STAPPA Chair: Mary Boyer, CA   mboyer@arb.ca.gov
ALAPCO Chair: Brian Jennison, Lane County, OR   brian@lrapa.org
Staff Lead: Amy Royden   aroyden@4cleanair.org

TOOLS FOR TRAINERS

DRAFT OUTLINE

1. OVERVIEW
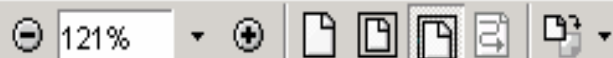
2. NEEDS ASSESSMENT

   a. Why Conduct a Needs Assessment

   b. Latest Needs Assessment Survey (Fiscal Years 2002-2003)

   c. Latest Survey Results (Fiscal Year 2003)
- Cal Poly State University
- CARB
- CenSARA
- LADCO
- MARAMA
- NESCAUM
- Rutgers ACC

Tools for Trainers

What is Tools for Trainers?

Tools for Trainers is a notebook that contains information on many of the tasks that trainers and training coordinators must perform, such as how to design and conduct a needs assessment, how to evaluate training programs, and how to develop a training curriculum for agency staff. In addition to this "how to" information, there are examples of materials that have been developed and used by state agencies, local agencies, and EPA. These materials can be adapted for use in your agency. Tools for Trainers also contains up-to-date information on training providers.

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Needs Assessment

- **Latest Needs Assessment Survey**
- **Latest Survey Results**

Needs Assessment

Why Conduct a Needs Assessment?

Every training project should begin with some form of needs assessment. Sometimes this assessment is very informal, involving a discussion with the supervisor of the training participants or the potential participants themselves. In other cases, it is more formal, involving a survey of potential trainees or a job analysis. The needs assessment plays a vital role in focusing the training on the most important topics and providing the training on the appropriate level—in short, getting the most value for the resources invested.

Training needs assessments provide valuable information to training providers, enabling them to develop and offer the courses that will be most useful to agency staff. STAPPA and ALAPCO conduct a training needs assessment survey each year to assist training providers in planning their programs — if your agency conducts its own internal needs assessment in preparation for this survey, you will be able to report more accurately the types of training that you will need.

In conducting a needs assessment, it is important to differentiate between training "needs" and

3. TRAINING PLANS

     a. Importance of Staff Development Plan

     b. STAPPA/ALAPCO's Training Plan

     c. CARB's Training Plan

     d. Rutgers APC's Training Plan

     e. Links to other States (in progress)

4. TRAINING PROVIDERS

   a. List of Training Providers

   b. Links to Providers sites
      o California Air Resources Board
      o Central States Air Resource Agencies
      o EPA Education and Outreach Group Website

Training Plans

- **STAPPA/ALAPCO's Training Plan**
- **APTI's Training Plan**
- **CARB's Training Plan**
- **Rutgers APC's Training Plan**
- **Links to Other States (in progress)**

Staff Development Plans

Importance of Staff Development Plans

Staff development plans, which we are using as a broad term to encompass training plans and career ladders as well, are an important management tool for state and local agencies. These plans represent a long-term commitment on the part of management and the employee to a program of training and other activities that will assist the employee in obtaining the skills and knowledge needed to perform current duties and will also prepare the individual for a future in the program.

There is a continuing need for staff development in state and local agencies, as new staff are hired, staff are transferred from other programs, regulations change, and new programs are created. Some staff development needs can be predicted, based on the requirements of a position; others arise as changes occur.

Staff development can include formal training, through classroom courses, self-study, satellite courses, and computer-based courses; attending professional meetings; and on-the-job training

Training Providers

- **Links to Provider's Sites**

WESTAR

2004 Training Schedule

Updated February 06, 2004

WESTAR Council is scheduled to offer the following training courses, conferences and meetings during CY 2004**. The information contained in WESTAR's CY 2004 Training Schedule is **tentative** and subject to frequent change, please check this page frequently for the most up-to-date information. For more information, please contact the Jeff Gabler, Training Manager at (503) 478-4955 or jgabler@westar.org.

Please note that WESTAR's funding and mission limit attendance at WESTAR's meetings and workshops to staff from government air pollution control agencies

TRAINING COURSE SCHEDULE FOR 2004

Jan 27-29	**BACT Determination**	Salt Lake City, UT

5. EVALUATIONS

  a. Overview of what makes a good evaluation

  b. Examples of evaluation forms (in progress)
   - CARB
   - Video conference training
   - Observation sheet
   - Rutgers ATC

6. HOW TO SECTION (in progress)

  a. How to track training (in progress)

  b. Role of Training coordinator(in progress)

  c. Job Descriptions of Training Coordinators (in progress)

  d. How to set-up Classes Onsite (in progress)

Evaluations

- **Overview of what makes a good evaluation**

- **Examples of evaluation forms (in progress)**
  - ◆**CARB**
  - ◆**Video conference training**
  - ◆**Observation sheet**
  - ◆**Rutgers ATC**

Evaluation

Why Conduct Evaluations?

Training involves a considerable investment of staff time and, generally, agency funds. It is important to determine whether the training met its objectives and was effective. It is also important to determine whether additional training needs remain. Evaluation can provide the answers to these questions and can also help an agency decide which courses to select in the future, based on their past effectiveness.

Approaches to Evaluation

Evaluation of training programs can use several different approaches. These include:

♦ **Participant Feedback**. This feedback can ascertain whether participants found the course useful, understandable, too short or long, too difficult or easy, and other factors. However, this type of evaluation often reflects whether the participants liked the instructors, were comfortable in the room, and other "satisfaction" measures—not necessarily whether he course met their needs or was effective. This form of feedback is

"How To" Section

- **How to track training (in progress)**
- **Role of Training Coordinator (in progress)**
- **Job Descriptions of Training Coordinators (in progress)**
- **How to Set-Up Classes Onsite (in progress)**
- **EPA SOP Manual (in progress)**

Comments/Questions ????