Organizing Your Training: Matching Training Methods to Your Learners and to Regulatory Requirements

Formats for Instruction

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As New Regulations Are Promulgated, Training Requirements Are Becoming More Specific in Content As Well As in the Method of Instruction.

It Is Important, Then, to Be Able to Select the Appropriate Method of Training to Fulfill These Requirements and Still Address the Needs and Abilities of Your Training Audience.
Objectives

• Provide You With Descriptions of Several Different Training Methods

• Describe the Advantages and Disadvantages of These Methods
Training Requirements

• OSHA
  – 10 and 30 Hour Courses: Contact Time and Topics
  – HAZWOPER: Topics and Means/Methods
  – OSHA 7600: Topics and Means/Methods

• EPA Asbestos
  – Topics and Means/Methods

• EPA/HUD Lead
  – Topics and Means/Methods
Other Training Limits

- Tool Box Talks/Chats/Huddles
  - Limited In Time
  - Should Be “Just In Time” Learning Not “Just In Case” Learning
- In-House Training Requirements
- “The Mind Can Take In Only As Much As The Bottom Can Endure…”
First Step

Start at the End

• What Do I Want My Learners to be Able to Do?

• Set Clear Learning Objectives Based on Those Outcomes

• This Helps to Guide Evaluation
Remember

Learning Domains

• Cognitive (Knowledge)
• Psychomotor (Able to Do)
• Affective (Belief)
Training Methods

• Instructor Focused
• Learner Focused
• Media Focused
Instructor Focused Methods

• Lecture
• Lecture with Questions and Answers
• Panel of Experts
Instructor Focused Methods

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- Large Audiences
- Factual Material in Logical Manner
- Audience Involved During Q&A
- Panel Allows Different Opinions
- Change of Speakers Keeps Learner’s Attention

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- Experts Not Always Good Instructors
- Audience is Passive
- Difficult to Gauge Learning
- Panel May Not Present in Logical Order
- Time (Limits Q&A Periods)
Learner Focused Methods

- Speak Out
- Brainstorm
- Discussion
- Small Group Discussion
- Case Studies
- Role Play

- Report Back Session
- Worksheets, Surveys, Reaction Sheets
- Discovery Exercises
Learner Focused Methods

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- Active
- Allows Participation by All; Everyone’s Opinion Heard
- Develops Analytical and Problem Solving Skills
- Incorporates Individual’s Skills and Experiences

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- Must Adhere to Time Limits
- Needs Good Facilitator
- Dominant Individual Can Overpower Group
- Need Quality Exercises
- Discovery Method Needs Access to Workplace
Media Focused Methods

• Audiovisual Materials
  – Overheads
  – Games
  – PowerPoint®/Slides
  – Video/Video Clips
  – Distance Learning/Computer Based Training

• Hands-On - Learning by Doing
Audiovisual Materials

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• Entertaining
• Keeps Audience’s Attention
• Effective for Large Groups
• Effective if Q&A or Exercise After Presentation

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• Too Many Issues, at Times, to Have Focused Discussion
• Passive
• Needs Functioning Equipment
• Need to Have Backup Training Material
Hands-On

- Immediately Reinforces Material by Actual Performance
- Active Learning
- Can be More Enjoyable
- Less Rigid

⚠️ Need Enough Materials for All Learners or Enough Activities to Allow Sharing
- Need Instructors Capable of Using and Demonstrating Equipment
What Works Best

• Combination of Methods
  – To Impart Information
  – To Reinforce Learning

• Topic Dependent
  – What Needs to Be Learned
  – What Depth of Understanding
Summary

• Many New Standards Require Content Specific Training As Well As Hands-On Experience for Course Attendees

• A Combination of Methods Works Best to Impart Information and Reinforce Learning

• Knowing Audience’s Needs in Advance Allows Tailoring the Training for a “Perfect Fit”
Checklist For Training
Questions
THANK YOU