

**POST-CONFERENCE PROCEEDINGS
WORKSHOP SESSION SUMMARY
NIEHS NATIONAL TRAINERS' EXCHANGE
MARCH 2012**

1. Session Title and Presenter's Contact Information:

"Instructor Development: A Path Forward"

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2. Workshop Summary

The objective of this workshop was to discuss instructor development approaches to improve trainer skills and maintain competency. An Experience and Exposure Profile (EEP) form was developed to track work experience and work exposure over the past 12 months for IUOE members taking classes. This form was distributed to workshop attendees. The EEP was also used to identify training courses that students would like to take over the next 12 months to better protect themselves on the job. This form was distributed to instructors to have students complete beginning January 2010 to obtain information on demographics.

An online impact analysis was developed that addresses the types of jobs workers have worked during each six month interval; any incidents they encountered on those jobs that presented safety or health hazards; how the NTF training affected their response to the hazards; and whether they have applied green concepts they learned. Members who attended a 40- or 8-hour HAZWOPER or 10- or 30-hour Construction Industry Outreach under the ARRA award submitted email addresses were sent this online impact analysis approximately six months after their training course. The NTF sent out five impact analyses during the grant period. A summary of the results were discussed and viewed within the context of other training evaluations for the program to obtain a more complete picture. Coupled with continuing instructor evaluations in training program, all evaluations are used to identify areas of further development for instructors. This is coupled with the NTF 5-year Plan that was developed to improve and maintain instructor training credentials.

3. Methods

This work shop was facilitated through the use of group discussions to improve presented methods of evaluation and ways to improve the utility and effectiveness. Evaluation tools presented included written, oral and impact evaluations and their use in instructor and program development.

NIEHS WETP National Trainers' Exchange: Training Today for a Safer Tomorrow

March 28-29, 2012, Fort Lauderdale, FL.

Participants discussed as a group the various tools, the use, areas of concern and proposed improvement primarily in its implementation and structure.

4. Main Points

The presenter and facilitator emphasized the points that the needs of the students be addressed through a needs assessment, instructor qualifications and credentials be maintained, and the quality of the training be properly managed. Feedback on program performance needs to be acquired on all aspects, and incorporated in the approach.

Evaluation of the program components is obtained at all levels:

- Written evaluations on classes taught,
- Verbal evaluations of instructors and courses,
- Staff evaluation of instructors,
- Third party evaluations of instructors and courses and finally,
- Impact analysis of the training to meet its targeted needs.

Future challenges identified and discussed by the participants include:

- Impact analysis and its use to focus training
- Acquisition and refinement of demographic information on population,
- Clear definition of instructor/course evaluation, and what does the information convey about performance,
- Judicious conveying of performance information and its use,
- Can the cost of data gathering be reduced or minimized and still collect meaningful information?

5. References

Moving Beyond Measuring Knowledge to Surveying Impact: *Evaluation of the IUOE National Training Fund's Health and Safety Training*
September 30, 2011

Prepared by: The Lippy Group, LLC

Available at www.iuoehazmat.org

6. Workshop Handout Resources

PowerPoint Presentation: *Instructor Development: A Path Forward*

National HAZMAT Program Experience & Exposure Profile Survey

National HAZMAT Program Instructor Evaluation Survey

National HAZMAT Program Course Evaluation Survey