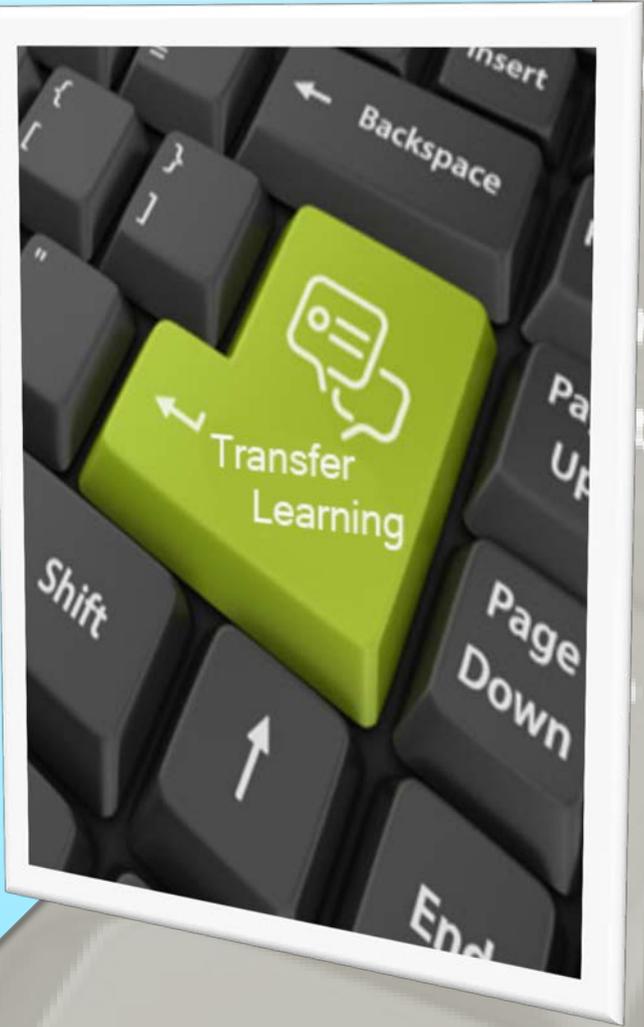


Evaluation Best Practices for Health and Safety Training NIEHS WETP Fall 2012

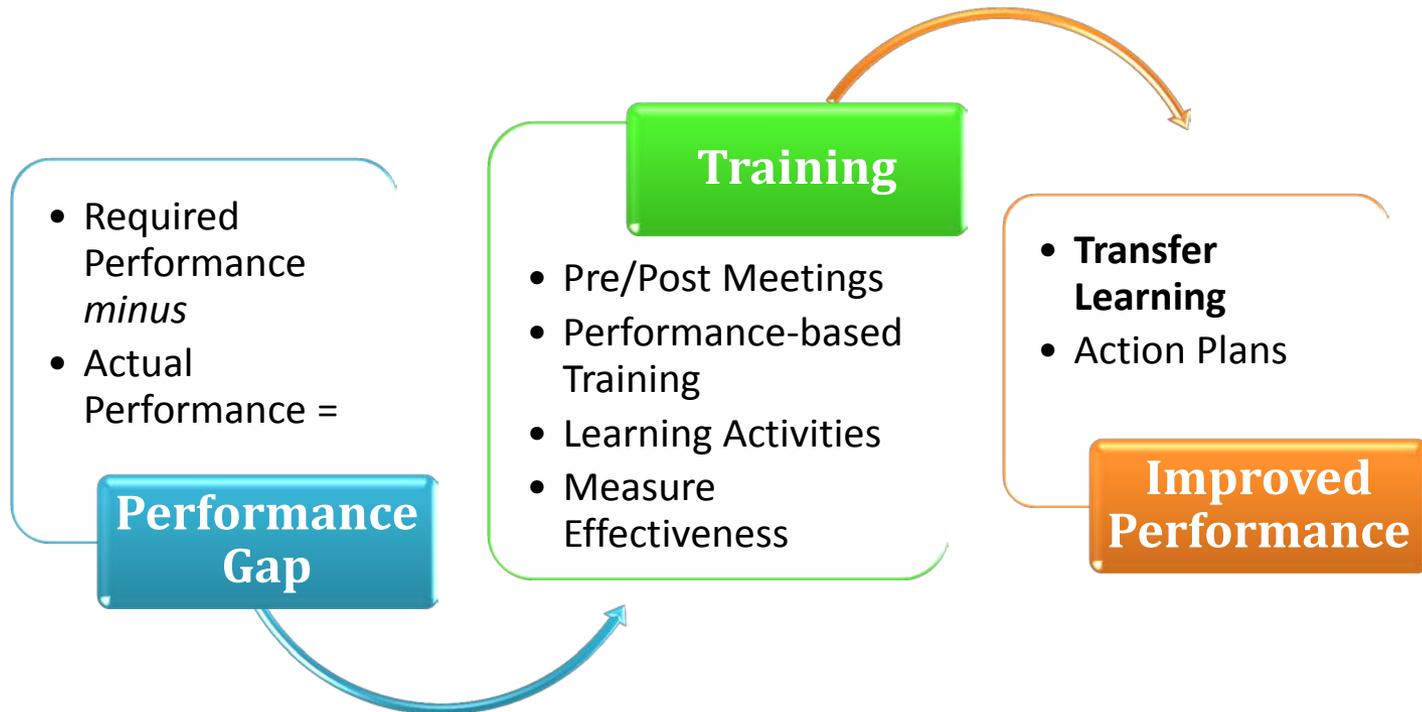
Cathleen Cronin, Director

Office of Training and Educational Development



OSHA's GOAL: Improving Performance

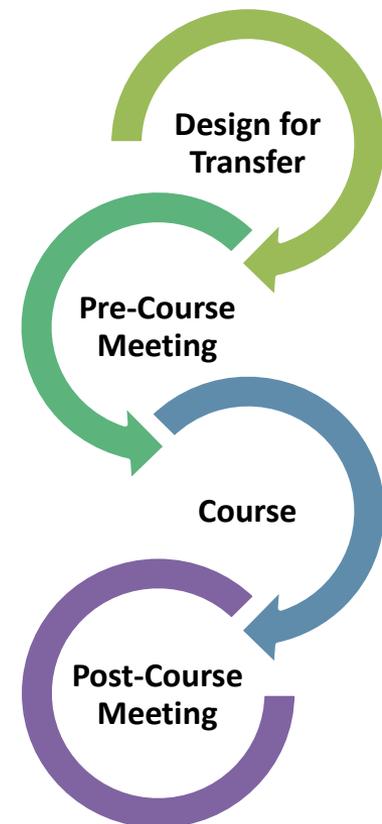
- Training is a process, not an event





OSHA Training Development

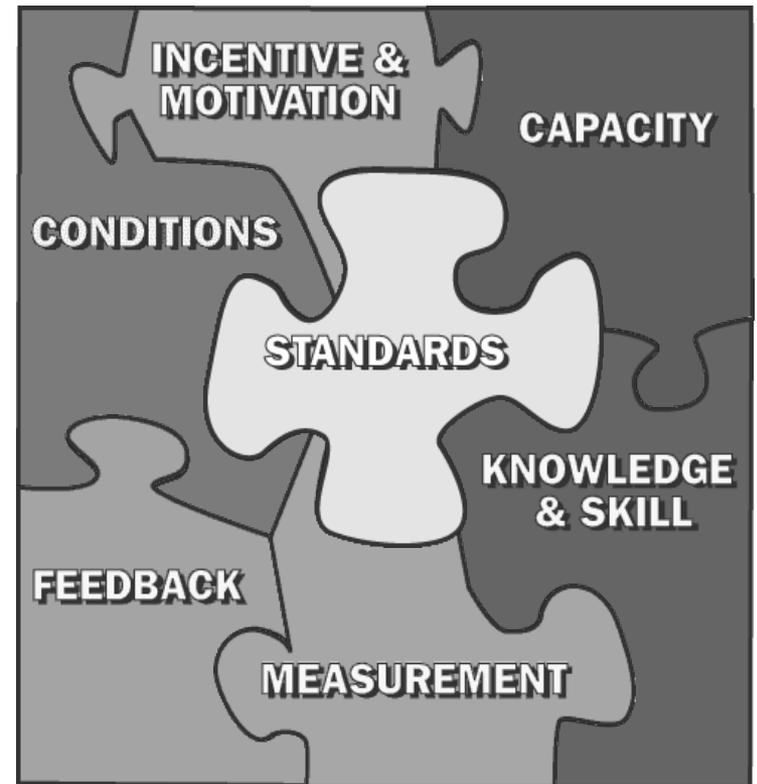
- Design for transfer
 - Determine the training need
- Pre training meeting
 - Focus training design on tasks
 - Develop Learning Activities
- Course
 - Measure training effectiveness
- Post-course meeting
 - Key takeaways





Determining the Training Need

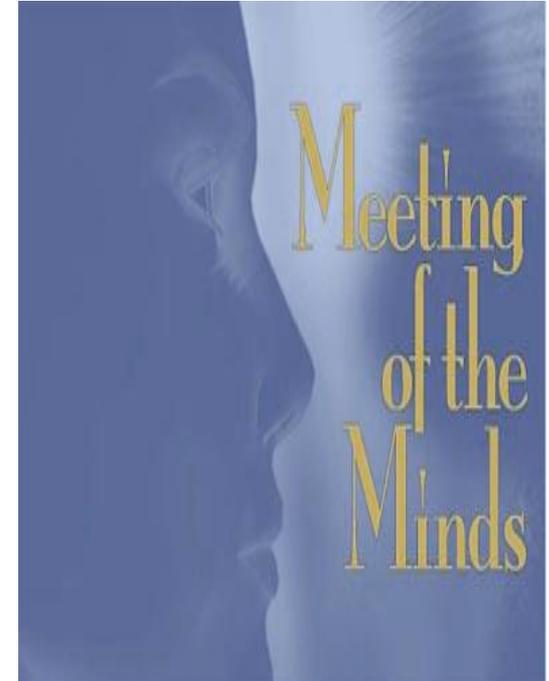
- Need to carefully analyze job performance
- In the majority of situations, when you discover a discrepancy between required performance (RP) and actual performance (AP), it will be one or more of these seven factors of job performance
- When training is the solution, the training need is the resulting gap in performance; therefore, **RP – AP = Gap/Need**





Pre-Training Briefing

- The targeted business outcome(s) for the training
- The learning objective(s)
- Why learners should attend
- The relevance of the learning activities/workshop to their current work environment
- How the learner will benefit and meet the manager's expectations back at work after the training is completed



A Focused Approach

- Staff focuses on enabling the learner to perform better back on the job
- Development focuses on Learning Activities and utilizing SME input
- OTI focuses on internal course evaluation results
- Review team focuses on making it all work



Develop Learning Activities

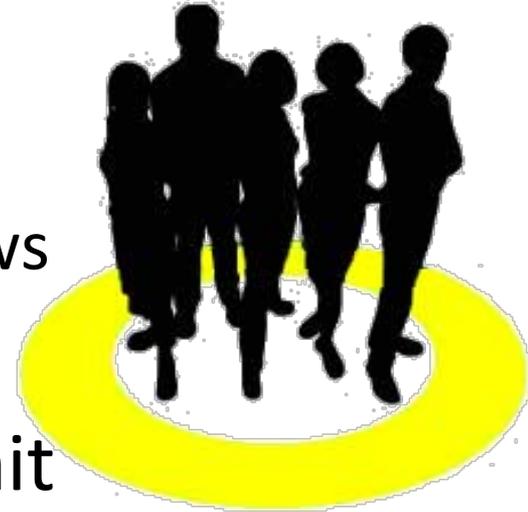
- Goal is 1/3 lecture, 2/3 interaction
- Classroom set up
- Classes at other training centers





Collect Field Input

- Executive Steering Committee
- Field Advisory Committee
 - Tech competencies, course reviews
- Local and national survey by Occupational Health training unit
 - Oil & gas, hex chrome, construction IH, nanotechnology, combustible dust

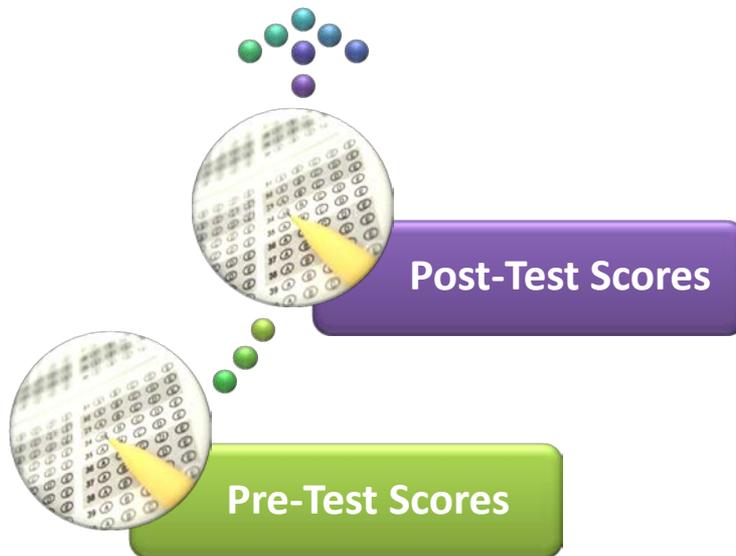


Measure the Effectiveness

During Training

Pre-tests and Post-Tests

- FY2012 tests average 17 percentage points increase



After Training

Post course
online surveys



Example:

The training improved the employee's performance in:

- *Evaluating fall protection measures used during demolition.*
- *Documenting the hazards involved in the removal of prestressed concrete.*



Post-Course Meeting

- OTI conducts debriefing meetings after each course and completes a Course Summary and Punch-list report
- Course objectives, tests results, content issues are the main topics of these meetings

DTE OSHA Curriculum Development Policy

Course Summary and Punch-List

Course Number	Starting Date	Ending Date	Chairperson
Location		Office Director	
SUMMARY			

<u>DUE DATE</u>				<u>RECOMMENDATIONS/ITEMS FOR REVIEW OR ACTION</u>			
Refer to punch list attached for action items recommended by instructors.							
IF CONTRACTED CLASSROOM INSTRUCTIONAL SERVICES PROVIDED – WERE THEY DONE							
AS SPECIFIED?	YES		NO		N/A		
WERE PRE & POST TEST(S) ADMINISTERED?							
	YES		NO		N/A		
IF NO OR N/A, PLEASE EXPLAIN:							

Initials of person recommending change	Presentation [Course element]	Change

Note: Each section can be expanded as needed



Making Your Training Stick Means...

- Creating the environment that supports the successful transfer and skills gained from training back to the job
- This happens through a well-thought and well-executed change management plan that is woven through the training





Evaluations for Susan Harwood Grantees

LEVEL 1

Did they like it?

Level 1: Training Session Reaction Assessments

- Trainee satisfaction survey
- Required of all grantees

LEVEL 2

Did they learn it?

Level 2: Learning Assessments

- Pre-tests/post-tests/follow-up tests
- Required of all grantees

LEVEL 3

Did they use it?

Level 3: Training Impact Assessments

- 3 to 6 months after training
- Capacity Building – Developmental only



FY 2012 Susan Harwood Grants

- Capacity Building Developmental Grants
 - Focus on developing or expanding occupational safety and health training capacity
 - OSHA selected target audiences
- Targeted Topic Grants
 - OSHA selected topics and audiences
 - 2 Types of Grants
 - Training – focus on training workers
 - Training and Educational Materials Development – focus on training material development



Questions?

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Thank
You!