

Direction-Setting

Establishing training needs, scope, strategy, and linkage to country's scale-up plan



- Training destination
- Current training reality
- Prioritized gaps to close
- Prioritized training strategies
- Needs assessment
- Training infrastructure planning

Consider these issues:

- What are the key policies, strategies, and directions from countries, OGAC, and HHS that drive training needs?
- What training needs can you anticipate for the next one to three years in order to support country program needs?
- How is training done today? Where does it fall short?
- What are the gaps, if closed, that will yield the biggest impact?
- What strategies are you going to use to close those gaps?
- What training infrastructure must be in place in order to successfully implement the training strategies?
- How will other human performance issues (retention, supervision, motivation, etc.) be addressed in addition to training interventions?
- How do you define success? How do you measure it?

Alignment

Obtaining stakeholder consensus and commitment to ensure success



- Appropriate policy in place
- Funding/resource secured
- Consensus achieved
- Roles & responsibilities defined
- Rollout priorities & timeframes
- Best practices & quality assurance measures identified

Consider these issues:

- What national policies, standards, and procedures must be created or changed to implement the training strategies?
- Who are the key stakeholders? How do you build consensus?
- Who will provide funding and resources?
- What are your rollout priorities and schedules?
- What quality assurance measures will you put in place to ensure training success?
- What challenges do you anticipate and how will you address them?

Readiness

Ensuring system readiness for training rollout



- Learner readiness
- Trainer readiness
- Training tool readiness
 - Assessment of existing materials
 - Curriculum development
 - Curriculum customization
 - Translation
- Workplace readiness
- Follow-up plan

Consider these issues:

- Who are you going to train (target audiences)?
- What tasks are the target audiences expected to perform on the job?
- What skills and knowledge do they need to perform those job tasks?
- What is the most effective approach to developing those skills and knowledge?
- What are the selection criteria for learners? For trainers?
- What training tools are required?
- What is the plan to get the training tools ready? The learners? The trainers?
- What role will supervisors play to ensure sustained performance?
- What is the plan to keep skills up-to-date in the future?
- What challenges do you anticipate and how will you address them?

Implementation

Rolling out the training program systematically



- National training calendar
- Logistical/admin support
- Equipment/material requirements
- Printing/production
- Training facilities
- Registration

Consider these issues:

- How many people need training? When? Where? By whom?
- How many training activities? How many trainers? How many Training-of-Trainer sessions?
- Who will provide logistical and administrative support for training?
- What are the preparation requirements for each training activity?
- What training facility, equipment, materials and supplies will be needed?
- How will materials be printed and distributed? By whom?
- Who will be responsible for managing scheduling, registration, and logistics?
- What challenges do you anticipate and how will you address them?

Monitoring & Evaluation

Monitoring program implementation & measuring success



- Monitoring/follow-up
- Process validation & improvement
- Demonstration of success

Consider these issues:

- What indicators will you track to monitor program implementation and determine success? How will you collect the data?
 - Number of people trained?
 - Did they like the training?
 - How much did they learn?
 - Has their job performance improved?
- Does the training contribute to country, OGAC, and HHS goals?
 - Is there evidence of a return on investment?
- What is the plan for collecting, analyzing, and reporting M&E data?
- What challenges do you anticipate and how will you address them?