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## Development of a Training Program and Evaluation

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**Background:**The Center for Disability Services (CFDS) provides over 140 trainings, integrated into over 70 weeks per year. With so many resources dedicated to the development of their employees it is imperative that all education initiatives are effective in training healthcare workers, thus reducing risk factors for injury and increasing overall productivity.

**Project Goal:**Utilize CFDS training data to develop and pilot a training/trainer program and evaluation plan, aimed at efficiently training CFDS instructors.

**Methods:**Needs Assessment- In order to get a grasp on the CFDS current state of training, the Learning Strategies (training) department conducted a needs assessment to evaluate the present need. Throughout this process, the following concerns were addressed:

(1) The CFDS does not always prepare new employees with necessary skills; (2) the majority of CFDS positions have mandatory trainings or continuing education requirements; (3) many employees leave the CFDS on account of a lack in growth opportunities; (4) training resources (e.g., instructors, funds, courses/curriculum, information, time, space) are decentralized, and therefore often redundant and inconsistent; (5) there are no across-the-agency quality standards or best practices for education.

Program Development- The following program components were produced:

- Training Techniques for Adult Learners curriculum
- Effective Information Delivery curriculum
- Training Logistics & Support curriculum proposal
- Program Impact Evaluation plan
- Program Process Evaluation plan
- Program Policies & Procedures

**Public Health Impact:**Vocational training programs improve employee safety and control workplace hazards, thus increasing the overall health and well being of our healthcare workers.