



Assessing Your Training System

The term “training” refers to any of the approaches intended to build knowledge and skills and may include web-based learning or e-learning, classroom experiences, simulations, webinars, conferences, and other events promoting learning. “Training System” refers to all of the various components that comprise, support, and sustain it. Once the assessment is complete, we recommend an action-planning process to address areas needing improvement.

Assessment Area: MANAGEMENT	Yes	PARTIALLY	No	N/A	COMMENTS
1. The agency has a training plan that addresses training for all levels of staff, methods, and proposed outcomes.					
2. A needs assessment of knowledge and skill needed by staff is conducted periodically (e.g., once per year).					
3. The training program provides sufficient and competent staff to develop and maintain all training offerings, including personnel supporting the roles of administrative support; communication specialist; evaluator/researcher; human resource planner; instructional media specialist; instructor/trainer; manager; organizational development specialist; and training program and curriculum designer.					
4. The staff development manager/director is also on the agency’s leadership team.					
5. HR partners with the training program.					
6. The agency uses a learning management system to register participants and track individual progress.					
7. The agency effectively markets trainings to potential participants.					
8. The agency involves internal and external stakeholders in the development of new curriculum (including staff for whom the training is intended, client representatives, and community partners).					
Assessment Area: Training Array	Yes	PARTIALLY	No	N/A	COMMENTS
9. The agency offers training for new :					
a. Clerical staff					

b. Frontline workers					
c. Supervisors					
d. Management					
10. The agency offers ongoing training for:					
a. Clerical staff					
b. Frontline workers					
c. Supervisors					
d. Management					
11. The IV-E Child Welfare stipend program is integrated into the training system.					
Assessment Area: Infrastructure	Yes	Partially	No	N/A	COMMENTS
12. Policies exist for staff development activities (e.g., completion of courses, attendance at and behavior at training sessions).					
13. Funding is sufficient to support all training and staff development activities.					
14. The training budget is controlled by the training unit.					
15. The agency requires and supports the development of individual learning plans for all staff.					
Assessment Area: INSTRUCTIONAL DESIGN	Yes	Partially	No	N/A	
16. For most or all trainings, the agency uses a competency-based approach.					
17. For most or all trainings, the agency has curriculum that includes a facilitator's guide and all materials needed for a training (e.g., handouts, PowerPoints, supplemental materials).					
18. The agency offers training in a variety of formats (e.g., distance or e-learning, classroom, blended, and videos).					
19. All training materials respect copyright laws and provide appropriate attributions and references.					
20. Technology is used in multiple ways for training (e.g., iPads in the classroom, mobile apps, polling).					

21. All curriculum is assessed every two years and updated accordingly.					
Assessment Area: TRAINER MANAGEMENT	Yes	Partially	No	N/A	
22. All trainers who present training maintain fidelity to the curriculum.					
23. Trainers are periodically assessed for quality and fidelity to the curriculum.					
24. Contract trainers meet program standards and share all materials.					
25. Both content and facilitation expertise are present in classroom training.					
26. The agency provides professional development for personnel involved with training:					
a. For new trainers, including presentation and curriculum development skills					
b. On new technologies (e.g., PollEverywhere, Padlet)					
c. For all staff for continuous knowledge and skills development					
Assessment Area: TRANSFER OF LEARNING	Yes	Partially	No	N/A	
27. Training materials are placed in a central electronic location so learners can access it later.					
28. New frontline staff don't carry cases until foundational training is concluded.					
29. The agency offers a variety of transfer of learning methods to reinforce concepts learned in web-based and classroom trainings.					
30. The agency ensures that on-the-job training occurs.					
31. The agency offers coaching to reinforce training content.					
Assessment Area: TRAINING EVALUATION	Yes	Partially	No	N/A	
32. The agency has an evaluation plan to assess the array of trainings and the acquisition of knowledge and skills.					
33. The agency conducts comprehensive training evaluation of:					

