

APPRENTICESHIP OJT AND RELATED TRAINING INSTRUCTION (RTI) INFORMATION CHECK LIST

APPRENTICESHIP TITLE: TrainTheTrades Marketing Apprentice Program/ Government Business Development Specialist

CURRICULUM TITLE: Training and Development Specialist

DOT NUMBER: 13-1151.00

OJT HOURS: 2000

144 Total Hours of Related Instruction Per Year

Type of Related Instruction:

☐ Correspondence ☐ Outside Contract Instruction
☐ Regular College Course ☐ Other (Please explain in summary comments)
☒ Course Taught by Trade Instruction

Subjects to be Taught During Program:

- | | |
|--|---|
| 1. <u>Please see attachment for curriculum: **</u> | 6. <u>Evaluation of Training Programs</u> |
| 2. <u>Introduction to Training and Development</u> | 7. <u>Training Management and Budgeting</u> |
| 3. <u>Adult Learning Principles and Instructional Design</u> | 8. <u>Talent Development and Succession Planning</u> |
| 4. <u>Training Needs Assessment and Analysis</u> | 9. <u>Technology in Training and Development</u> |
| 5. <u>Training Delivery and Facilitation</u> | 10. <u>Professional Development and Career Pathways</u> |
| | 11. <u>Capstone Project and Final Assessment</u> |

SOURCE(S) OF TRAINING MATERIAL (Title and Publisher):

TrainTheTrades Training &
Development Body of
Knowledge by Jacqueline
Grant, MBA, PMP, AEC, SPOC,
SMC, SCT

Publisher, TrainTheTrades, LLC

Instruction Location:

☐ Apprenticeship Training Center ☐ College Campus
☐ Worksite After Hours ☒ Home
☐ Other (Please explain in summary comments)

Please Designate Length of Related Instruction Program 1 year

(Example: 3 Yrs., 4 Yrs.)

Submitted by: Jacqueline Grant

RELATED TRAINING INSTRUCTION (RTI) CHECK LIST

CURRICULUM CONTENT:

NO YES

X

1. Does the curriculum outline meet the required 144 hours minimum of related instruction per year?

X

2. Does the curriculum provide learning experience representing competencies expected of employees in the occupation represented by this program?

X

3. Are the course goals, objectives, and activities clearly stated and related directly to a current task analysis for this occupation?

X

4. Are the activities arranged in a logical sequence for maximum attainment of the required industrial skills?

X

5. Is there criteria for measuring student achievement?

X

6. Does the curriculum satisfy the requirements defined in the DOT?

State Supervisor of Trade & Industrial Education

Date _____

APPROVED:

DISAPPROVED:

SUMMARY COMMENTS:

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ADDENDUM

Includes:

- **Marketing Apprentice Program/Course Description**
- **Course Goals, Objectives and Activities**
- **Criteria For Measuring Student Achievement**
- **Training and Development Specialist Apprentice Program Curriculum**

PROGRAM DESCRIPTION:

Title: Training and Development Specialist Apprentice Program

Course Description:

The Training and Development Specialist apprentice program under TrainTheTrades provides a comprehensive curriculum that covers various aspects of the role, including coordinating training activities, developing training materials, and training personnel to enhance their job skills. The course also includes instruction on conducting surveys in organizations, evaluating training programs, instructors, and materials, as well as assessing the effectiveness of personnel policies and practices.

Additionally, the program encompasses the skills needed to monitor financial indicators, prepare financial documents, reports, and budgets, as well as train personnel on managerial topics. It also covers updating professional knowledge, coordinating personnel recruitment activities, negotiating contracts with clients or service providers, supervising employees, advising on human resources topics, and training personnel in organizational or compliance procedures.

The TrainTheTrades apprentice program aims to provide comprehensive training and development competencies to aspiring professionals seeking a career as Training and Development Specialists. The course equips apprentices with the knowledge and skills necessary to succeed in the field and make meaningful contributions to organizational success.

Our dedicated instructors will guide you through the complexities of training and development, equipping you with the knowledge and expertise to succeed in this vital role. You will become proficient in designing or conducting work-related training and development programs to improve individual skills or organizational performance.

Through our step-by-step approach, we provide clear instructions, comprehensive explanations, and practical examples to underline the importance of established procedures. As you progress through the program, you will develop a level of precision and attention to detail that is crucial in the training and development field.

We are confident that our program will prepare you for a successful career as a Training and Development Specialist, where you can make a valuable contribution to the professional development and training industry. Join us at TrainTheTrades and embark on this fulfilling and stable career path!

From analyzing organizational training needs or evaluating training effectiveness., apprentices will master the skills required to identify potential organizational training needs, assess demand, and implement effective implementation strategies. Additionally, apprentices will learn to measure customer and employee satisfaction, devise methods for data collection, and evaluate the effectiveness of training and professional needs to stay ahead of industry trends.

Throughout the program, apprentices will adopt an active and authoritative emphasis on accuracy, reliability, and thoroughness, which will be reinforced, ensuring the program provides a foundation of

excellence and professionalism in the practice of training and development.

COURSE GOALS, OBJECTIVES AND ACTIVITIES

Course Goals:

1. To develop apprentices' understanding of the role and responsibilities of a Training and Development Specialist within an organization.
2. To equip apprentices with the essential skills and competencies required to coordinate and facilitate effective training activities.
3. To prepare apprentices to develop and enhance training materials to meet organizational goals and objectives.
4. To train apprentices to effectively evaluate training programs, personnel policies, and practices, and offer actionable recommendations for improvement.
5. To provide apprentices with the knowledge and ability to monitor financial indicators and manage budgets related to training initiatives.
6. To enable apprentices to effectively train and supervise personnel on job skills, managerial topics, and compliance procedures.

Course Objectives:

By the end of the program, apprentices will be able to:

1. Coordinate training activities and develop comprehensive training plans tailored to organizational needs.
2. Create and develop high-quality training materials utilizing diverse instructional methodologies and delivery platforms.
3. Train personnel effectively to enhance job skills and foster a culture of continuous learning within their organizations.
4. Conduct surveys and evaluations to identify training needs, measure training effectiveness, and assess the impact of personnel policies.
5. Monitor financial indicators and prepare budget reports to ensure effective financial management of training programs.
6. Provide training on managerial topics, supervisory skills, and compliance procedures to support the professional development of personnel.

Course Activities:

1. Conduct mock training sessions to practice coordinating and facilitating training activities.
2. Collaborate with experienced professionals to design and develop training materials relevant to

specific organizational needs and challenges.

3. Role-playing exercises to simulate training sessions aimed at enhancing job skills and implementing managerial topics.
4. Conduct real-world surveys in organizations to identify specific training and development needs, and evaluate their effectiveness.
5. Work on real or simulated financial scenarios to monitor financial indicators and prepare budget reports for training programs.
6. Simulated negotiation exercises for contracts with clients or service providers to prepare apprentices for real-world scenarios.
7. Shadow experienced professionals in human resources and compliance training to gain practical knowledge and experience in the field.

These activities align with the course goals and objectives and provide apprentices with practical experiences that support their learning and skills development.

CRITERIA FOR MEASURING STUDENT ACHIEVEMENT

The criteria for measuring student achievement in a Training and Development Specialist apprentice program should align with the program's learning objectives and the skills and competencies required for the role. Some potential criteria for measuring achievement would include:

1. Knowledge Acquisition: Assessing the apprentice's understanding of training and development principles, adult learning theories, instructional design, and organizational development concepts.
2. Training Implementation: Evaluating the apprentice's ability to effectively coordinate and facilitate training activities, develop training materials, and train personnel to enhance job skills.
3. Evaluation and Analysis: Assessing the apprentice's proficiency in conducting surveys in organizations, evaluating training programs, instructors, or materials, and measuring the effectiveness of personnel policies or practices.
4. Financial Management: Measuring the apprentice's ability to monitor financial indicators, prepare financial documents and reports, and manage budgets related to training initiatives.
5. Personnel Training and Development: Evaluating the apprentice's performance in training personnel on managerial topics, supervising employees, updating professional knowledge, and advising others on human resources topics.
6. Compliance and Recruitment Activities: Assessing the apprentice's coordination of personnel recruitment activities, negotiation of contracts with clients or service providers, and training personnel in organizational or compliance procedures.
7. Practical Application: Observing the apprentice's ability to apply the acquired knowledge and skills in real-world training and development scenarios through workplace-based projects, simulations, or role-playing exercises.
8. Feedback and Communication: Evaluating the apprentice's ability to provide constructive feedback, communicate training objectives effectively, and collaborate with stakeholders to meet organizational

training needs.

By basing the measurement criteria on these factors, apprentices can be assessed on both their theoretical knowledge and practical application, ensuring that they are equipped to meet the challenges of the Training and Development Specialist role. Additionally, a combination of assessments, such as written exams, practical demonstrations, and workplace assessments, may be used to comprehensively evaluate apprentices' achievement in the program.

TRAINING AND DEVELOPMENT SPECIALIST APPRENTICE PROGRAM CURRICULUM

TrainTheTrades Training and Development Specialist Apprentice Program Curriculum

Module 1: Introduction to Training and Development

- Understanding the role of a Training and Development Specialist
- History of training and development
- Importance of training and development in organizations
- Ethical considerations in training and development

Module 2: Adult Learning Principles and Instructional Design

- Principles of adult learning
- Learning style assessments
- Designing effective training materials
- Instructional design models and theories

Module 3: Training Needs Assessment and Analysis

- Conducting organizational training needs assessment
- Identifying performance gaps
- Implementing effective training strategies
- Aligning training with organizational goals

Module 4: Training Delivery and Facilitation

- Effective training delivery techniques
- Facilitation skills and strategies
- Handling challenging training scenarios
- Engaging diverse audiences

Module 5: Evaluation of Training Programs

- Types of training evaluation
- Measuring training effectiveness
- Data collection and analysis methods
- Making recommendations for improvement

Module 6: Training Management and Budgeting

- Managing training programs and resources
- Budgeting for training initiatives
- Vendor management and contract negotiation
- Compliance with industry standards and regulations

Module 7: Talent Development and Succession Planning

- Identifying and developing talent
- Succession planning strategies
- Coaching and mentoring programs
- Leadership development initiatives

Module 8: Technology in Training and Development

- Utilizing e-learning platforms
- Incorporating virtual reality and simulations
- Gamification in training programs
- Analyzing and implementing new training technologies

Module 9: Professional Development and Career Pathways

- Continuing education in training and development
- Networking and professional organizations
- Career advancement opportunities
- Personal and professional branding

Module 10: Capstone Project and Final Assessment

- Applying knowledge and skills in a real-world training scenario
- Presenting a comprehensive training and development plan
- Final assessment and feedback from mentors and instructors

Additional Materials and Resources:

- Access to online learning platforms and resources
- Case studies and real-world examples
- Interactive learning activities and simulations
- Guest lectures from industry experts
- Career counseling
- Continued mentorship and professional development resources after program completion

Follow-Up:

- Regular check-ins with mentors and instructors
- Continued access to program resources and materials
- Networking events and alumni updates
- Subscription to industry publications and resources
- Ongoing professional development opportunities and workshops.