

TRAINING RESOURCES

TOP 5 WAYS TO AVOID REINVENTING THE [TRAINING] WHEEL

By: Janette de la Rosa Ducut, Ed.D.

I often say “Training is the most important EH&S program!” That’s because whenever something happens, one of the first questions that gets asked is, “Was training completed?” It’s one of the major ways we implement programs, raise awareness and make safety culture happen. While my statement may not be always be true, it is an indicator of the function we have as safety professionals.

But how do you provide training? Whether you’re a seasoned professional, or new to the world of training, there are a myriad of home grown resources available to get you started. These are free, quick resources available to you!

ASK FOR ASSISTANCE

Well trained and versed in training development, the [UC Systemwide Training & Education Workgroup \(STEW\)](#) consists of specialists and managers at each campus responsible for safety training. Their role is to facilitate knowledge of basic training requirements, explore advanced training technologies to determine its applicability to health and safety training, as well as develop and provide training resources. In addition, the UC Risk and Safety [Training & Education Center of Excellence](#) is a team that produces systemwide training. Services provided include consultation on training requests, customization, hybrid courses, instructional design, LMS implementation support, photography, videography and source training materials (curation).

REFER TO GUIDELINES

The publication [EH&S Training Best Practices, Standards and Guidelines](#) was published by STEW a few years ago. It remains a foundation for the program elements of training staffing, resources and facilities, course development, delivery, evaluations and records management. From how to setup tables in a classroom, to the questions to ask on a survey at the end of the class, this document provides methods and acceptable criteria that facilitate learner comprehension.

REVIEW PRESENTATIONS

During the Risk Summit 2013, a presentation entitled “You want to start using online training: Now what?” was given by the Centers of Excellence in training and the learning management system. This [training development and instructional design](#) resource provides tips on how to design, develop and launch your training.

WATCH SOME VIDEOS

Quick 5 minute lectures are available on how to analyze, design, develop, implement and evaluate training. These are brief visual overviews using learning glass technology and interactive lessons on how to create training. Access these online at the UC Training & Education Center of Excellence [Course Catalog](#) under “Training”.

JOIN A BLOG

There are a variety of communities that can assist with designing your training. My favorite includes the [Rapid eLearning Blog](#). Although their focus is online training, there are some great tips on creating engaging instruction.

Once you’re ready to begin training, make sure to inspire active learning. These include techniques such as role-playing, debate, case study discussions, mindmapping, teach-backs, and/or exercises. Emerging technologies also help your training “stick” with the learner past the course. Make your instructor-led training classes fun and interactive using free online tools to engage the audience; such as [Kahoot!](#), [Poll Everywhere](#) and [Socrative](#). If you have a series of videos to share, use [Zaption](#) to create learning experiences.

There are a variety of resources to help you create effective training. For more information, refer to the UC Training & Education Center of Excellence website at <http://uctraining.education> or contact Janette de la Rosa Ducut, Ed.D. (951) 827-6303.