

Train-the -Trainer Resources

It is unusual to need to “prove” effectiveness for this kind of program, unless the program is very, very expensive, or it is getting a lot of complaints. If review of a train-the-trainer program is needed, there are a number of ways to demonstrate its effectiveness. Think of the alternative: letting “trainers” loose on your employees when they have little or no idea on how to impart learning.

Here are several areas to consider in determining if this can be a cost-effective effort that will get the desired results:

- Training is regular enough for trainers to keep up their technical expertise and their training skills.
- You have enough employees that genuinely want to help people learn (and not just put on a “show”).
- You have enough employees that are well-respected and have excellent interpersonal and organizational skills.
- You are paying large amounts of money to external training providers.
- You have clear organizational objectives on what you want to achieve from the training.
- You can demonstrate effectiveness at one or more levels.

Another excellent method to evaluate the effectiveness of a training program is the [Kirkpatrick Model for Evaluating Effectiveness of Training Programs](#).

How you go about the evaluation depends on the following factors:

- who is asking
- why are they asking
- how many resources are available for evaluation
- what type of data is available or can be collected

Les Allan provides [Training Evaluation Toolkit](#), which is packaged with fully functional and customizable Microsoft Word forms and Excel calculation worksheets that you can use from the start to the finish of your training evaluation project. Cost is \$75 dollars single user and \$70 dollars 2 to 10 users.

Question: What I am thinking of is to prepare some employees to deliver the needed courses by sending them to courses, which can prepare them to become trainers and conduct the in-house courses in a regular basis.

Answer: To test the cost-effectiveness of bringing training in-house, you can run a pilot with a small number of teams or departments. Devise clear-cut cost and outcome models (e.g., dollars per employee, dollars per skill, defects per batch, number of customer complaints, etc) and cost up your current training and outcomes. Then, run the pilot and compare cost and outcomes with the external training method. Allow at least a 20% saving for the same or better outcomes to make it worthwhile. After a few months, you should have an idea on whether to expand the pilot program to all employees.

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[Train-the-Trainer Instructor's Guide](#) is written by Penny Ittner and Alex Douds, published by Human Resource Development Press (1997), covers adult learning principles, analyzing training requirements, developing learning objectives, outlining training content, selecting training methods, among many other topics.

[What Is the Train the Trainer Model?](#) is an article written by Serena Cassidy, eHow Contributor (2010) that explores how this model evolved, its process, and benefits.

[Donald L Kirkpatrick's](#) training evaluation model covers the four levels of learning evaluation. His theories were first published in 1959 and are recommended for full and **meaningful** evaluation of learning in organizations.

Training guidelines developed by [FAO Corporate Document Repository](#) and produced by the Agriculture and Consumer Protection includes 10 modules that discuss topics that range from "Principles of effective communication" to "Testing trainee trainers."

A **train-the-trainer workshop** is put on by [Training for Excellence](#). Studies suggest that retention of information in a typical training can be less than 10%. After 30 days, 80% more is lost if not reviewed. That's less than 2% retention after a month following training. This workshop provides multi-layered, interactive, efficient, and energizing learning experiences to ensure learners retain new information.

Edie Hutton and 5 Level Training is a workplace learning and performance company that specializes in training trainers to create, deliver, and achieve measurable training results on five levels using Kirkpatrick's 4 Levels of Evaluation and Phillips' ROI Methodology.

A **training toolkit** is available through [I-TECH](#), which is a collaboration of the University of Washington and the University of California in San Francisco and supported through funding from the U.S. Health Resources and Services Administration (HRSA) that provide resources, sample evaluation forms, and guides that can be adapted for your own use.

[Behavioral Health Sciences Institutes](#) (BHSI) oversees all aspects of BHP training such as developing and revising curricula for the BHP course; BHP Train-the-Trainer course; BHP Supervisor course and the Children's Case Management course; overseeing agency, adult education and private training facility trainings; and providing BHP certification courses.

[The YCS Institute](#) provides a brochure on train-the-trainer curriculum for infant and toddler mental health and three core beliefs for successful training.