



Health Safety and Environmental Protection Committee Briefing

**Worker Training
October 11, 2012**



Training Drivers

- **DOE Handbook: A Systematic Approach to Training**
- **DOE Order: Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities**
- **DOE Guides to Good Practices**



Applying ADDIE Model for Training

- **Analysis**
 - Identify training needs
- **Design**
 - Determine training objectives and test items
 - Form a strategy for developing training
- **Development**
 - Create and assemble curriculum
- **Implementation**
 - Training takes place
- **Evaluation**
 - Determine whether or not training is meeting needs and ways to improve training



Regulatory-Driven Training

- **Follow requirements of driver**
- **Requirements built into the design and development of training program**





Needs Analysis

- **Needs Analysis is performed when**
 - A discrepancy exists between the performance of the job and the expectation
 - Requests for new or changed training are received
- **Determines whether or not training is the appropriate solution**
- **Assures that training meets all needs**
- **Supports and validates training program**



Training Design

- **Write objectives**
- **Determine training setting**
- **Develop training standard**
- **Develop evaluation standard**
- **Develop test**





Training Design: Training Setting

- **Self-Paced Instruction**
 - Printed guides, audiovisual demonstrations, kits, computer-based training
 - Training does not require close supervision
 - New personnel are not required to perform the tasks immediately
 - All conditions can be provided in the training materials or at the worksite
 - Does not require extended periods to achieve mastery



Training Design: Training Setting cont.

- **On-the-Job Training (OJT)**
 - **Formal training conducted and evaluated in the work environment**
 - **Assignment of trainees can be made in small groups over long period of time**
 - **No critical resource constraints and training conditions can be provided in the job environment**
 - **Qualified personnel are available to conduct OJT**



Training Design: Training Setting cont.

- **Simulator Training**
 - Device that duplicates physical appearance, operating conditions, and indications of actual work environment
 - When a high degree of trainee-system interaction is required
 - Task performed infrequently or would not normally be encountered





Training Design: Training Setting cont.

- **Laboratory/Workshop**
 - Hands-on practical experience in controlled environment
 - Multiple job conditions are required for task performance
 - Tasks that require hands-on practice to achieve mastery





Training Design: Training Setting cont.

- **Classroom**
 - Presented to groups with lecture, seminar, and/or group interaction
 - Fundamental and basic theoretical knowledge
 - Used effectively in combination with other training settings
 - Large quantities of information
 - Large groups of trainees
 - No critical resource constraints



Training Development

Based on the training setting and methods:

- **Develop lesson plans**
- **Develop training support material**
- **Conduct training dry-run and pilot**



Training Implementation

- **Conduct training**
- **In-training evaluation**
- **Document training**





Training Evaluation

- **Level 1: Reaction**
 - Evaluation forms completed by students during/after course
- **Level 2: Learning**
 - Student exams, presentations, on-the-job evaluations
- **Level 3: Behavior**
 - Questionnaire, interviews, and observations in workplace at interval after training