

Planning Your Staff Training

A guide to developing training that engages staff and achieves your facility's objectives.



**Department of
Health**

Bureau of Survey & Certification
Provider Resources &
Education Program (PREP)

| TOPIC | GUIDING QUESTIONS | ANSWER |
|-------------------------------|---|--------|
| Purpose | <ol style="list-style-type: none">1. What is the purpose of the training session you are planning? | |
| Training Topics | <ol style="list-style-type: none">1. Which specific areas of knowledge and skill development will be addressed in this session?2. What are your priorities?3. What are your gaps? | |
| Learning Objectives | <ol style="list-style-type: none">1. What are the intended outcomes for this session(s)? | |
| Assessment | <ol style="list-style-type: none">1. Which measurement tool or rubric will be used to evaluate learning and growth?2. What kind of growth or development is expected from participants?3. How will participants demonstrate their learning? | |
| Opening / Start of the Lesson | <ol style="list-style-type: none">1. How will you engage your learners?2. How will you help learners feel safe?3. How will you help learners transition from working to training? | |
| Trainer Activities | <ol style="list-style-type: none">1. How will you teach the new material?2. How will you meet the needs of all learners?3. How will you make learning fun? | |
| Student Activities | <ol style="list-style-type: none">1. How will participants learn this content?2. What will engagement look and sound like?3. How will learning be ordered? | |
| Closing / End of the Lesson | <ol style="list-style-type: none">1. How will you close the lesson?2. How will you connect the learning with next steps for learners? | |