

Maximize the Training Course Report



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The Purpose of...

assessment
is to
INCREASE
quality.



evaluation
is to **JUDGE**
quality.

Too short and not enough leaves. C-



Instructor Competency Framework review

Competent Instructor Assesses effectiveness of the **training system**:

- ✓ Feedback of the trainees in the training process
- ✓ Trainees' mastery of the end of course objectives
- ✓ Effect of facilities on the performance of the trainees
- ✓ Effect of equipment on the performance of the trainees
- ✓ Effect of the training materials on the performance of the trainees
- ✓ Effect of the program schedule on the performance of the trainees

Instructor Competency Framework review (cont'd)

Competent Instructor presents **recommendations** about course improvement

- ✓ Identifies strengths and weaknesses of the training course
- ✓ Identifies the barriers for knowledge transfer and learning
- ✓ Recommends ways of improvement of the course design, content, exercises, etc.
- ✓ Recommends how to improve course documentation
- ✓ Recommends improvement of tools and training facilities
- ✓ Shares information with other instructors and directors

Key elements of reporting

Describe the following:

- ❖ **Course participants**
- ❖ **Delivery conditions**
- ❖ **Delivery suggestions**
- ❖ **Test results**
- ❖ **Opinion summaries**
- ❖ **Summary**

Course Participants

Report must specify the following regarding the course trainees:

- ✓ **Number of participants**
- ✓ **Age, previous trainings, work experience**
- ✓ **Future tasks**
- ✓ **If they belong or not to the target population**
- ✓ **Reasons for which a trainee was selected**
- ✓ **Entry test results (if applicable).**

Delivery conditions

- ✓ Description of the **environment** where the course was delivered
- ✓ **Layout and arrangement** of classroom or study rooms
- ✓ How was the **instructor/administrator** selected
- ✓ Instructor's Training
- ✓ **Limitations regarding the Instructor's contracts** (such as per diems, travel expenses)
- ✓ If the **Instructors' Guide was followed or not**. If not, explain why
- ✓ Availability of training materials and equipment

Delivery suggestions

- ✓ These are **suggestions for future deliveries**
- ✓ The course instructor or administrator must specify any comments regarding the required **equipment, training materials, support staff or any other aspect** related to the delivery of the course so that the future instructors and administrators can avoid such issues

Test Results Summary

- ❖ Second most important item of the report is the **test results**.
- ❖ Instructor or administrator calculates the **average of the test results** for each trainee, and **average grade of each module**
- ❖ Calculations performed must **be included** in the **registration form** along with any comments concerning performance that are considered necessary
- ❖ Any **limitations regarding test delivery** must be noted along with corresponding suggestions

Opinion Questionnaires Summary

Instructor **must interpret** and **draw conclusions** from the trainees' comments regarding:

- ✓ Degree of satisfaction regarding each module
- ✓ The most liked section
- ✓ The least liked section
- ✓ Suggestions for improvement

Feedback-Comments Summary

- ❖ Course delivery report ends with comments and feedback for future instructors or course developers

Includes:

- ✓ instructor's remarks or course administrator with course feedback, where needed comments are made regarding the modules
- ✓ training materials or other specific aspects requiring attention

Feedback-Comments Summary (Cont'd)

Suggestions and final remarks must be provided regarding the following aspects (if needed):

- ✓ Comments about limitations of the delivery for each module
- ✓ Training materials, including tests, exercises and instructor's guides
- ✓ Special comments for future course deliveries.

Benefits of an Electronic Report (E-report)

- ❖ **Electronic reports:** files that organize and present information contained in a database.

Function: provide specific format for the data in order to show in an attractive and easy way to be interpreted by the users.

- ❖ **Objective of e-report:** provide easily accessible and useful data. **Pie and bar charts** provide a visual representation of the data.
- ❖ **Report content:** goes from simple to complex depending on the theme and content and could include, many titles designating different topics, diagrams, graphs, tables, appendices, footnotes, page hyperlinks, etc.

E-Report (cont'd)

E- Reports contain following summary information:

- Course Participants List
- Grades report
- Summary of Opinion Questionnaires
- Integral Course Evaluation
- Summary of the Instructor(s) Evaluations done by the trainees
- Instructor(s) Remarks
- Summary of Course Validation form (if applicable)

Challenges of Reporting

- Assembling of Correct and Valid Information
- Little or no adequate (sincere, honest and objective) feedback from trainees
- Failure of managers to act (implement suggestions) on previously submitted reports
- Network Infrastructure inadequacy
- Convincing Instructors to see the need to report
- “Doctored Reporting”
- Others?

Benefits of Overcoming Challenges

- ✓ Outlines successes and challenges of the course
- ✓ Achievement of continuous improvement by organization
- ✓ Increase the quality of the product, efficiency of its preparation and targeting of customers
- ✓ Help facilitators improve their own performance by providing a compilation of valuable information gathered all through the course
- ✓ Assists Training Organization share feedback with facilitators on course success and course objectives attainment

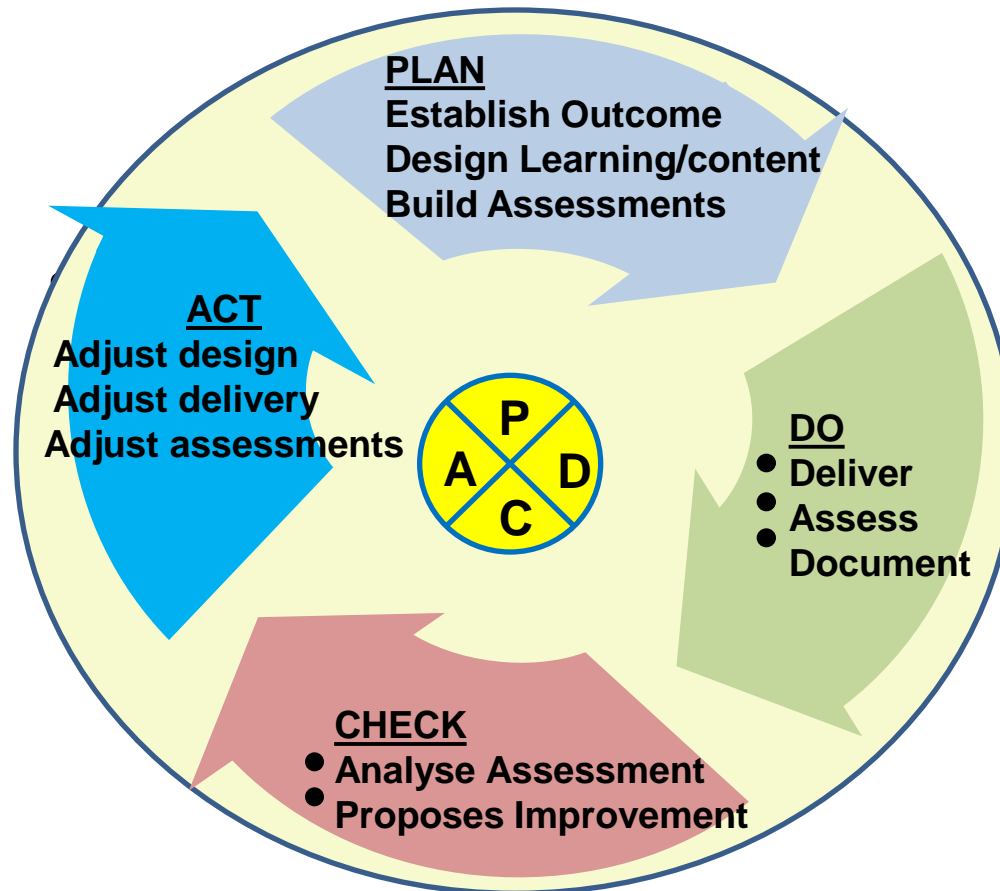
Workgroups

Instructions: 20min

Select a spokesperson to present

- a. Discuss the challenges and the tactic;
- b. Decide on solutions and best practices to execute the tactic;
- c. Present your solution to optimal training reporting

OBE (Outcome-Based Education) approach



Benefits of OBE

➤ **Clarity**

Focus on outcomes creates clear expectation of what needs to be accomplished by the end of the course. Trainees understand what is expected of them and teachers know what they need to teach during the course

➤ **Flexibility**

Instructors structure lessons around trainees needs using any method of instruction while recognizing diversity among them

➤ **Comparison**

Provides opportunity for comparison across institutions, which enhances competition

➤ **Involvement**

Increases trainees involvement which allows them to feel responsible for their own learning. Parents and community members also get involved

Summary

Course Delivery Report (CDR)

- ✓ Brings out successes and challenges of the course
- ✓ Shows areas of training needing fine tuning
- ✓ Presents aspects of training that received wider acceptance
- ✓ Assists in achieving continuous improvement goals
- ✓ Increases quality of product delivery

For your attention,

