

My Philosophy of Training

Good training is job/task-based and user-oriented, not interface-based or content-oriented training.

Good training *enables* learners to do a job, not to "understand what the buttons do."

Good training is easily customizable by the facilitator and is audience appropriate.

Good training is created in an orderly way using a method (such as ADDIE), tested in a real environment, then revised.

A well-developed curriculum has at least the following components:

- 1) lesson plans with well-written learning objectives
- 2) syllabus
- 3) student guide
- 4) teacher's guide
- 5) a complete and orderly set of raw materials
- 6) handouts (keyboard shortcuts list, job aides, etc.)
- 7) suggested homework and projects
- 8) assessment materials, including prerequisite test

A well-structured curriculum is scalable.

Good training supports brand identity, if applicable.

The Adobe *Classroom in a Book* series is an example of well-developed training.