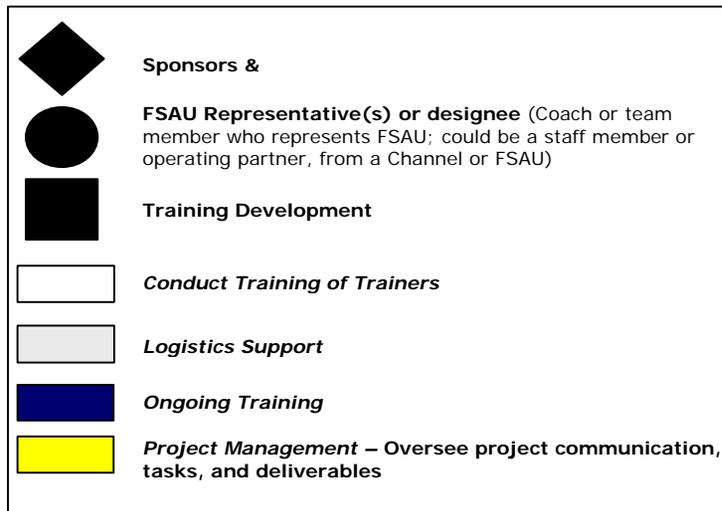
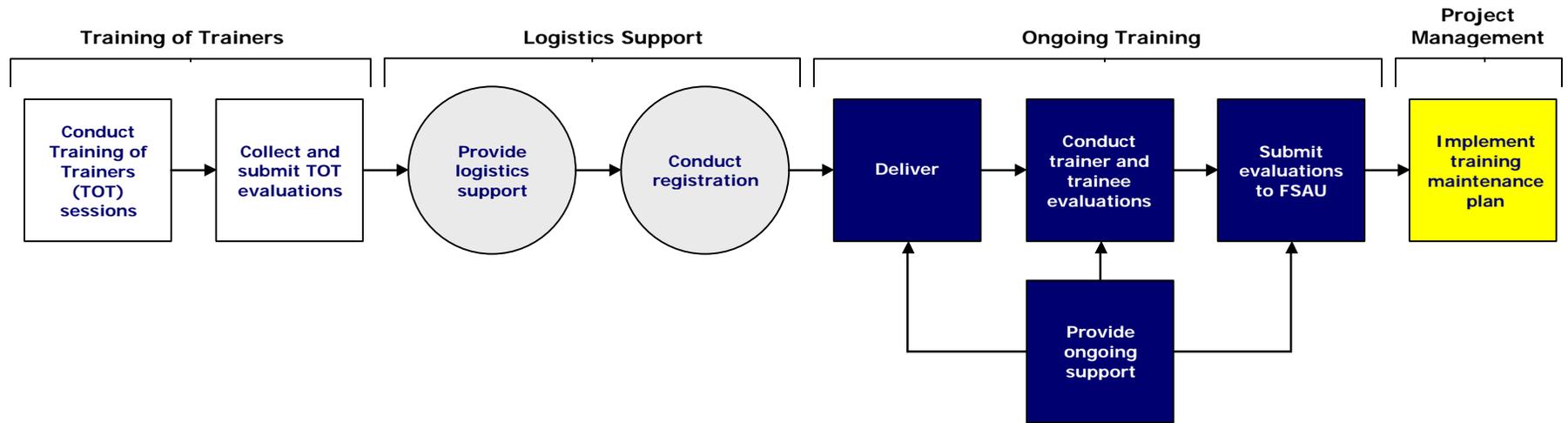


Deliver Phase Table of Contents

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Delivery Phase Flow Chart





Deliver Phase Overview

This overview lists the Deliver phase inputs and outcomes necessary to develop training that is relevant, interactive, engaging, polished, and supported. Refer to the overall process checklist for additional context.

Inputs

What are the necessary inputs to complete this phase?

- Course materials
- Evaluation tools and methods
- Completed testing (dry run and pilot)
- Training of Trainers (TOT) materials
- Prepared training logistics (Trainers and sites selected and scheduled, program advertised, materials packaged)
- Training maintenance plan

Description/Explanation

What are the components of the Deliver phase?

- This phase begins with the Training of Trainers (TOT), which prepares trainers to conduct the training sessions. The TOT incorporates course content and presentation/facilitation techniques. During this session, trainers receive the Trainer Toolkit, which outlines important information about course delivery.
- Logistics representatives support training needs. These needs include confirming course arrangements, providing continued course registration, and logistics coordination in the classroom during training sessions.
- Trainers present the program to its intended audience. At the end of each session, trainers distribute course evaluations for participants to complete. These evaluations are collected and sent to the appropriate FSAU contact.
- The training maintenance plan is implemented.

Outcomes

What are the outcomes of this phase?

- Completed training sessions
- Participant course evaluations
- Trainer evaluations

Trainer Report – Course Session

Please refer to the Trainer Toolkit for details on submission of this document and its accompanying Training Satisfaction Surveys and Registration/Attendance Sheet.

| | | | | | | | |
|--|---|--------------------------|-----------------|---|--------------|-----------------------|-----|
| Workshop title: | | | | | | | |
| Location: | | | | | | Date(s): | |
| Trainers: | | | | | | | |
| # of participants registered (LMS) | | | | # of participants attending | | | |
| # of walk-ins | | | | # of Training Satisfaction Surveys | | | |
| # of no-shows | | | | | | | |
| Please rank the following items on the scale of 1-5 by circling the appropriate number. | | | | | | | |
| | | Strongly disagree | Disagree | Neutral | Agree | Strongly agree | |
| 1 | Participants met the audience criteria identified in the training announcement. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2 | The training space was appropriate for this training program. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3 | The exercises and activities were appropriate for this audience. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4 | Audience reaction to the training class was positive. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5 | This class session achieved the goals of the training program. | 1 | 2 | 3 | 4 | 5 | N/A |
| Please provide comments on the following: | | | | | | | |
| 6 | What additional topics (beyond the scope of course) did participants address/discuss? | | | | | | |
| 7 | What recommendations do you have for additional training topics, based on this session? | | | | | | |
| 8 | Which activity was most successful? | | | | | | |
| 9 | Which activity was least successful? | | | | | | |
| 10 | Other comments on the course session (including comments on questions #1-5): | | | | | | |

Trainer Report – Logistics

Complete this page if the training was conducted at a site other than a Regional Training Facility (RTF) location.

| | | | | | | | | | | | | | |
|--|--|-------------------|---|---|---|---|----|----------------|---|---|---|---|----|
| Workshop title: | | | | | | | | | | | | | |
| Training site: | | | | | | | | Date: | | | | | |
| <p>On a scale of 1 – 5 (1 being the lowest, 5 the highest), please rate the importance and quality of the following factors in the training session by circling the appropriate number.</p> <p>When rating importance, please consider the factor's importance to the success of the training session; when rating quality, please consider the quality of the factor for this training session.</p> | | | | | | | | | | | | | |
| Factor | | Importance | | | | | | Quality | | | | | |
| 1 | Site location | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 2 | Parking | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 3 | Access to restaurants/food | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 4 | Lodging/accommodations | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 5 | Site staff support | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 6 | Room set-up | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 7 | Equipment -- supplies | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 8 | Equipment -- functionality | 1 | 2 | 3 | 4 | 5 | NA | 1 | 2 | 3 | 4 | 5 | NA |
| Comments: | | | | | | | | | | | | | |
| 9 | Additional comments regarding logistical elements of the session: | | | | | | | | | | | | |
| | | | | | | | | | | | | | |