

Training and Apprentices Program

Identifying Competencies and Designing Program

We meet with subject matter experts to identify the knowledge, skills, and abilities that are needed for the position; determine the appropriate timeframe for the training; develop criteria upon which employees will be evaluated; and prepare all the material an apprentice will need to succeed. This material can include an orientation booklet; identification of the knowledge, skills, and abilities critical to the position; tips for succeeding in the position; and a checklist for each evaluation period to ensure training is received in the appropriate timeframe. If you have existing training curricula, our team can work with you to update and revise it so that employees receive the training they need in the appropriate timeframe.

Program Segments and Assessments

For most programs, training will be broken into segments. An employee must learn the information in one segment before moving on to the next. Assessments can be included at the end of each segment to ensure mastery of the training. Employees should be provided with an overview of the training included in each segment and encouraged to seek additional help for any area in which they feel inadequate. Supervisors are also provided with the same information to aid in the training and to ensure each employee is afforded the time and training necessary to succeed. If you desire a final, comprehensive assessment can be created that will ensure your employees have mastered all of the knowledge, skills, and abilities required of the position. Areas of weakness will be identified through this final assessment and additional training needs can be identified and addressed.

Rater Training

A key component of the success and legal defensibility of the training and apprentices program is the supervisors who administer the training and evaluate the participant. Our staff will design customized rater training programs to orient and train supervisors on the proper use of the program and its components. Common rating errors and ways to avoid making those errors are essential components of the supervisor training. Additionally, the importance of documentation, use of the forms and checklists, and tips for ensuring the fair and equitable treatment of all participants are important segments of the supervisor training.

To learn more about Auburn Montgomery Outreach's Training and Apprentices process, contact us at 334-244-3040 or info@outreach.aum.edu.