

Executive Summary

Course Title: The Art of Curriculum Writing for Staff Development

Outline of Training:

This training will provide direction in how to create learning curriculum that takes into account the needs of child welfare. The participants will use an existing curriculum or idea and learn how to create learning objectives, slides, activities that support the learning, training steps, and hints for trainers, allowing for the training to be easily recreated. The training information will use the CalSWEC format for training curriculum and provide participants with a template for design and layout based on these standards. Participants will leave the training with a first draft of a formal, written curriculum.

Target Audience: This training is appropriate for new and veteran staff who are familiar with the basics of curriculum writing.

Outcome Objectives for Participants:

1. Analyze the information and research collected for training curriculum, while learning how to transfer the data into useable training material.
2. Identify how to break down the training data into learning objectives, sections, modules, training steps and other curriculum sections.
3. Create a written curriculum from a current training that includes modules, training steps and hints for trainers.
4. Recognize the aspects of conducting a successful training and understand how to document this process in a well-laid out curriculum document.

Ways that Supervisors can support the Transfer of Learning from the classroom to the job...

BEFORE the training

1. Supervisors will talk with the staff person to identify a training that they would like to create.
2. Supervisors will discuss learning objectives and possible activities with their staff.

AFTER the training

1. Supervisors will ask talk with their staff about the training they created.
2. Supervisors will read through the training curriculum and ensure that it meets the needs of the intended audience.