

Design Report for Online Employee Training Program

for the Center for Early Childhood Education

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The Center for Early Childhood Education (CECE) is a childcare center in Emporia. The high demand for children requires them to maintain well-trained personnel. For this reason, it has been created as an online training site.

### **Design and Development**

After completing the analysis stage of instructional design for the CECE Training program, in this document are included the design and development, which are the subsequent stages. As part of it, the objectives, content, the explanation of the content and that pilot study, and the evaluation plan that will be conducted as part of the project.

#### **Objectives**

As part of this project, two modules will be developed. There are general and specific objectives. The general objectives are based on the outcomes that students must have after covering and passing the class. The specific objectives are the outcomes that students should have after covering specific modules.

The general objectives are:

1. Apply theoretical knowledge and necessary procedures in specific and general childcare situations.
2. Accurately perform and behave according to early age care center specifications.

The specific objectives are:

Module 2: Generalities of the Center of Early Childhood Education

1. Demonstrate a complete understanding of the rules, facilities, procedures, and schedules of the Center of Early Childhood Education.

### Module 3: Food Safety

1. Demonstrate an understanding of the essential food safety procedures.

The learner should know the answer to the following essential questions at the end of the course:

- a. What is the importance of following specific actions when working with kids?
- b. What are the generalities of CECE?
- c. Why is it essential to maintain regulated food safety techniques?

Where question A refers to the entire course, B to module two which talks about CECE generalities, and question C refers to module three, food safety.

### **E-learning Content**

It is going to design a website dedicated exclusively to training CECE staff. The online learning site will have home page, modules page, my progress page, and possibly forum and schedule page. The two modules that will be developed as part of this project are food safety and the generalities of CECE. However, other modules must be covered by the employee before or during their first days working at CECE. These modules are foundations of safe and healthy Early Care Facilities, and First Aid and CPR training. These two modules must be taken by certified entities. Therefore, as part of this platform, it will be included the links for the student to complete the modules in each specific external site but with the addition of having the student to submit proof of it by uploading a document that certifies its completion.

Extra features:

The instructional designer is working on adding additional features to the website that will facilitate the learning process. As part of these features can be mention:

- Added chronometer to the modules, to verify that the student spent the minimum estimated time on each module.
- Percentage bar of overall progress.
- Added the functionality of sending an auto e-mail to the manager of CECE when an employee completes the course, for manual human check and approval.

In table 1 are shown the lessons, sections, methods, details, and ideal time of each activity that will take place as part of the e-training.

The content is going to be presented by slides, presentations, and short videos.

For the assignments, google forms, Kaltura, and probably Articulate will be used.

The reason why the methods and the learning solution has been chosen is that nowadays, remote learning is gaining attention and importance are given personal and world situations. Also, for adults' learners, the multimedia in chunks is a good strategy that engages and catches the attention of the probably busy learner.

By following [this link, one can see the reaction and behavior test](#), and [here can be found in the module 2 schedule video explanation](#), both parts of training solutions.

### **Pilot Study**

A pilot program will take place after the design steps. Three volunteers will go through the modules. The material, input content, and output activities will be reviewed. After this, error and mistakes will be modified and corrected prior to its final submission.

Table two shows the process taken into the pilot study. This table has been developed since, during the established time for design this instruction, specific no planned situations took place in the world that prevented the pilot plan from happening face to face between the learners and

the instruction designer, moreover, as an attempt to have a controlled environment, good enough to obtain reliable results.

### **Evaluation Plan**

There are different types of data sources that will be used to evaluate the effectiveness of the instruction. As part of them can be mentioned, the learner characteristics and entry skills, direct responses to the instruction, learning time, posttest performance, among others. These are the sources of the data that will be used to evaluate the instruction. After collecting the data and analyzing it, corrections will take place, where the instructional designer will take into consideration what the learner did not understand or perform correctly, and by acknowledging the why, the instruction will be re-developed if needed. Formative evaluation will be added after module four. Also, the pilot study will help to fix the errors and mistakes in the instruction prior to its implementation.

### **Conclusion**

At this phase of the project, the analysis and design steps are concluded, and the step of development takes place. After the elaboration of this document, it can be concluded that it is impossible to develop a proper instruction if there are not well established ethical foundations with the analysis and design. Many mistakes can come to the table, as well as time wasted. Organizing ideas and planning before creating is the key to effectiveness.

Also, it has been found that developing content and an e-learning platform take time more when the instructional designer is beginning to use specific tools.

In addition, after the development of the first assignment starts, continuing with the rest of them is a little easier.

This document amended to organize and build a structure that helps to follow in further steps.

## References

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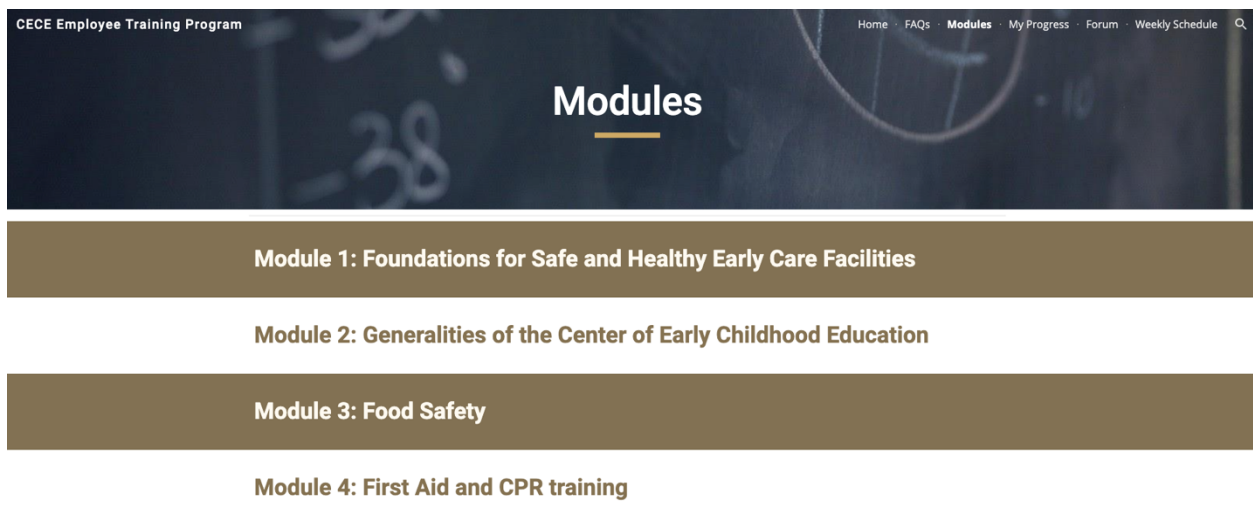
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## Progress of Training Website Development



*Figure 1.* Welcome page and introduction to the online material. At the top right of the image can also be seen on the menu. This menu contains FAQs, Modules, My Progress, Forum, and Weekly Schedule pages. It is intended to develop them, but it will be based on the amount of content obtained from CECE.



*Figure 2.* Modules page. On it can be seen the four modules that are covered in this training program. Nonetheless, only modules two and three will be fully developed as part of this project, as mentioned before.

## Tables

Table 1

## Detailed Content Description

<b>Lesson topic/section</b>	<b>Method/Details</b>	<b>Theoretical time (minutes)</b>
(1) Introduction	A short explanation of the objective, duration of the course, and what is expected from the student.	5
(2) Pretest	A multiple-choice test, where the student will show what entry skills, he, she already has. The material used to develop the pretest will be taken from Modules two and three, which are the ones developed as part of this project.	5 to 7
(3) Module 1 Foundations of Safe and Healthy Early Care Facilities: External module completion.	The student will access the link provided under module one and complete the Kansas Child Care Training Opportunities (KCCTO) online module called Foundations of Safe and Healthy Early Care Facilities.	1080 (18 h)
(4) Module 1 Foundations of Safe and Healthy Early Care Facilities: Proof of course completion	Submission of certificate or document that proves that the student completed the course.	3
(5) Module 2: Generalities of the Center of Early Childhood Education Input activities	The student will navigate the module two input content and learn the needed material	30
(6) Module 2: Generalities of the Center of Early Childhood Education Output activities	The student will apply the acquired knowledge by solving the assignments from module two	30
(7) Module 3: Food Safety Input activities	The student will navigate the module three input content and learn the needed material	30
(8) Module 3: Food Safety Input activities	The student will apply the acquired knowledge by solving the assignments from module three	30
(9) Module 4: First Aid and CPR training	The student will access the link provided under module four and sign in for First Aid and CPR training class.	Depends on the provider

External module completion		
(10) Module 4: First Aid and CPR training Proof of course completion	After the student attends the face to face class, s/he will submit a certificate or document that proves that the course was successfully completed.	3
(11) Post-test	Simple multiple-choice test, very similar to pretest, made with the objective of collect data that helps verify that the student learned.	15
(12) Reaction and Behavior survey	Simple fill in the blank and true-false type of test will be taken by the student to measure the reaction and possible behavior after the training program.	10
Total	Observation: not taking into account the external classes	163 (2h 43 min)

*Note:* In this table are presented the lessons, sections, methods details, and ideal time for each activity that will take place as part of the e-training.

Table 2

## Pilot Study Steps.

<b>Steps</b>	<b>Instruction</b>
Getting a measurement instrument ready	Please, start a recording (video with audio) of your screen.
Instructions	Check the e-learning website in detail, following the steps that are going to be given on each phase of it. Think out loud: imagine your mind needs to use words to make sense. Everything that you are thinking while navigating the modules share it in your recording.
Start	Enter the website, and by following your intuitive reasoning, interact with it. <ul style="list-style-type: none"> <li>- Where do the instructions take you?</li> <li>- Do you understand the objective of the instruction?</li> <li>- Explain with your own words what you understand.</li> <li>- Is there something that does not make sense for you?</li> </ul>
Modules	From the menu, press on modules and review each content, as if you need to learn and execute what you have learned in the near future. Watch videos and presentations, make the assignments, and share your thoughts. <ul style="list-style-type: none"> <li>- Explain how do simple or elaborated you find the material shown.</li> <li>- Does the input material enough to solve the evaluation?</li> </ul> Is there something that does not make sense for you?
Additional resources	Click on all the links in the menu, go throughout the content and explain what you understand from it, what is hard to understand, and what you would like to have as complementary information.
End	Give any closing comments about the instruction. Stop the recording and send it to the instructional designer. Thank you for participating.

*Note:* This table has been designed with a double purpose. To exemplify the order or the actions that will take place during the pilot study, and as an instruction for the learner to follow at the time of trial.