

Executive Summary

CECE is a renowned childcare center in Emporia. This situation implies for the prestigious institution to maintain a considerable number of well-trained personnel, formed by teachers, directors, cooks, and teacher assistants. Some of these jobs are offered to Emporia State University (ESU) students. The average duration of studies at ESU is four years. Consequently, students who work at CECE can work from six months to four years. Hence staff turnover is high. These factors make it challenging to keep all personnel trained before and during their duties. For this reason, the creation of an online site was proposed where the necessary learning material for them is adapted for comfortable remote learning.

Analysis and Design

During the analysis and design stage, was developed a timeline that included; meeting with CECE director, to know the specifics of their need where were made the learning objectives, analysis of the audience and obtention of content. Afterward, another meeting with the client was scheduled, but due to the COVID-19, it did not take place. The development stage started with e-learning assignments. It lasted a significant length of time, likewise the development of the e-learning website. The input materials were arranged into e-learning for the target audience. Afterward, a pilot implementation took place where all courses were tested. Lastly, the final project was delivered to the client.

Development

During the development stage, it was designed a website dedicated exclusively to training CECE staff. The online learning site has a welcome message, the modules page, the two modules that were developed as part of this project are food safety and the generalities of CECE. However, other modules were added as links to external sites. These two extra modules must be

taken by certified entities. They are foundations of safe and healthy Early Care Facilities, and First Aid and CPR training. The student must submit proof of having taken it by uploading a document that certifies its completion.

Evaluation

During the evaluation stage, there were different types of data sources that were used to evaluate the effectiveness of the instruction. Such as entry skills, direct responses to the instruction, learning time, posttest performance, and a satisfaction test, applied to the learner to make sure that one considers their opinion and feedback from their experience. This will be used as an evaluation of the instruction effectiveness. After collecting the data and analyzing it, corrections took place.

Accomplishments

This online training program for new employees helps to ensure always qualified staff, reducing the potential staff turnover. By having all the mandatory courses in one place, it also helps to maintain the order and organization of all training procedures. Now, all the new teachers and students that work at the institution can be directed to the website to complete all the required modules, and they will acquire the competencies needed. This new possibility also decreases the margin of mistakes done by new employees within working directly with kids and food, which helps CECE maintain its good renown.