

Early Impact Virginia's TRANSFER OF LEARNING PLAN

TASK		LEARNER	SUPERVISOR	TRAINER	HEDG	EIV
ONGOING	View EIV Training Program and each EIV training module as an investment in skills and knowledge to help improve home visitor and program effectiveness	X	X	X	X	X
BEFORE	Provide training developers and trainers with home visitor demographics and information about adult learning methods				X	
	Provide learner and supervisor with course learning guide in preparation for learner participation				X	
	Explain why the training module is important for both the learner and the team/program prior to training		X			
	Complete pre-training activities in Learning Guide	X	X			
EVALUATION POINT PRE-TRAINING ASSESSMENT (OPTIONAL)	Motivation for taking the course, goals for the training	X			X	
	Training goals, general institutional support and readiness for new information		X		X	
	Preparedness for delivering training, training materials, expectations for the training			X	X	
DURING	Active participation, reflection on goals, identifying skills for transfer of learning	X				
	Uses adult learning methods, provides skills practice, reflection time, and assessment of barriers to transfer of learning/problem solving		X			
AFTER	Complete Trainer Self-Evaluation			X	X	
	Complete Reflection, Questions, and Action Plan sections of the Learning Guide	X				
	Support new learning/mentor the learner to ensure transfer of learning into daily practice		X			
	Schedule a post training appointment to hear about what the participant learned and review the action plan for applying skills and knowledge on the job	X	X			
	Allow time for learner to apply the skills and use the knowledge	X	X			
	Evaluate pre- and post-training activities	X	X			

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EVALUATION POINT 3 to 6 MONTHS POST-TRAINING	Transfer of learning into practice, reception from clients and coworkers, support from supervisors, and their views on the utility of the training provided	X	X			
MAINTENANCE ASSESSMENT 6 to 12 MONTHS POST-TRAINING	Impact of training on student’s practice over time, transfer of learning that has occurred, impact on client outcomes	X	X			
ONGOING	Evaluate results of assessments for all trainings, present annual report to help to determine training development priorities, update existing materials and assessment process, as needed				X	X