Cooperative Extension Venture Capital Fund Proposal Form

Title of Proposed Project
Effective Training: Principles and Strategies for Increasing Learning Transfer

I. PI Name(s) and Contact Information (PI, or at least one Co-PI, must be an Extension employee)
Growing Strong Colorado Families Work Team leaders (in alphabetical order)
Janet Benavente, Ann Bruce, Christine B. Cerbana, Mary Ellen Fleming, and Lois Illick

Ann Bruce as contact person
103B Gifford, Human Development and Family Studies
(970) 491-7608 annbruce@cahs.colostate.edu

II. Will this be a state-wide project, or have multi-county emphasis? If multi-county, list all counties that will be participants.
This will be a state-wide project. The presence of master’s-level CSUCE educators in 59 of the 64 counties in Colorado will allow for wide-spread participation throughout the state.

III. Indicate which Core Competency Area(s) this work falls under, or if it addresses the Front Door mission of the University.

☑ Strong Families, Healthy Homes
☐ Nutrition, Health and Food Safety
☐ 4-H and Youth Development
☐ Community Resource Development
☐ Natural Resources and the Environment
☐ Competitive & Sustainable Agricultural Systems
☑ Front Door Mission

Cooperative Extension Work Team Affiliation
Growing Strong Colorado Families

V. Situation Statement
Whether it is reform in education, success and profitability in industry, fighting capability in the military or effective youth development programs in Extension, there is increasing awareness and requirement for effective training. It has been shown in the field of early childhood education that effective training is essential for ensuring that all adults who touch children’s lives have the skills and knowledge they need to effectively support children’s development. Extension Youth Development Programs have long recognized that effective training improves volunteer’s skills and abilities, enhances programs, increases the potential for sustaining programs over time and improves the rate of volunteer retention.

As reflected most recently by Dr. Deb Young, it is becoming increasingly apparent that society is becoming more diverse, requiring Extension to be more diverse, flexible and responsive in its educational programs and delivery formats. As Extension professionals, it is imperative that the programs we deliver are based on the research that reflects how adults learn, embrace brain-compatible learning and are strategically designed to make a difference. Extension professionals can apply this knowledge to effectively design learning experiences that are meaningful and that produce desired results.

Effective training offers the opportunities for all agencies to meet the challenges of changing times and government accountability by helping individuals enhance their professional skills and knowledge but more importantly translate what they have learned back to the workplace.
The question for those charged with designing professional development activities is how to use professional development time more effectively. Most trainers are knowledgeable about content but may not have received any training on how to deliver that information effectively. This was clearly understood by the Early Childhood System of Colorado. One of the actions Qualistar, the Child Care Resource and Referral and Quality Ratings agency in Colorado implemented is standards for trainer qualifications. An Early Childhood trainer in Colorado must meet several criteria before being approved to conduct professional development workshops.

There are barriers to the successful transfer of learning into the workplace. Broad and Newstrom (1992) introduced the concept of “transfer partnership” between the trainer, the trainee, and the trainee’s supervisor. Their research indicated that 35% of the barriers reside with the trainer. The development and delivery of effective training programs, thus, requires not only knowledge of context, content and teaching fundamentals, methods and strategies for promoting learning, but also an understanding about adult learning, adult learning styles and group process by the trainer.

Transfer of learning from the classroom to the work place has always been a challenge for teachers and trainers. As Extension professionals we work with adults in a variety of training situations, whether as adult workers with youth or as members of classes and training. Research shows that understanding adult learner characteristics and learning styles contributes to improved transfer of learning to the work place (M. Foxon, 1994). In addition, thoughtful structuring of the training session is more conducive to the shift of knowledge from classroom to work place. Since Cooperative Extension’s mission is to “…..encourage the application of research-based knowledge….” (our emphasis), it is logical that education in the transfer of learning as it relates to adults is crucial to achieving that mission.

There is a large audience in the state that works with adults that do not have the background in learning transfer. Since Colorado State University is the institution of choice for state professional development, the training of trainers is a crucial step to improving transfer of learning and quality impact of programs. This proposal is in response to the need to support the use of effective training strategies throughout the state in the areas of instructional design, facilitation, and evaluation in order to increase the likelihood of knowledge/skill transfer from training to the workplace.

VI. Project Description

The concept of effective training and that of lifelong learning are addressed in this proposal. The curriculum that has been developed, Effective Training: Principles and Strategies to Increase Learning Transfer (ET), is based upon the fundamentals of effective training with an emphasis on adult learning principles and instructional design. Upon completion of this course, participants will have the knowledge and skills to create compelling and effective training programs. They will have the skills to identify elements of effective training, discover tools for designing and facilitating trainings, develop successful evaluation techniques and understand the transfer of learning. At this time, there is no course offered in Colorado that meets this need. Several universities have responded to similar needs in their states. Colorado State University is strategically poised to deliver this program across the state. We are requesting funds to expand this program to provide training for 8 additional trainers and a refresher course for the field staff of 8 trained in the Results Driven Training (RDT), a curriculum developed for the work Team by the University of Kentucky. This curriculum was used by the work team to provide training for “trainers” in the Early Childhood Education field as mandated by Qualistar, the professional development and quality ratings agency for the state of Colorado.

The Effective Training course will be offered in a face-to-face format statewide in County Extension offices or the facilities of requesting agencies. It is designed as a 7 hour workshop with provision for 1, 2, or 3 credit graduate courses depending upon the needs of the audience. It is anticipated that we will be able to offer this course at the graduate level in an on-line format in 2008 using the resources of DCE. We’ve been working with Extension Administration and DCE to design a formula for distribution of tuition and fees to meet requirements for user fees for the county staff. Participants will be charged a $125 registration fee for the one-day workshop. The funding from this Venture Capital grant will cover travel, per diem, lodging and materials for training to establish new trainers in the state. Because ET is also part of the Colorado Family Education, Resources and Training (CFERT) project’s scope of work, some funding will be leveraged through the CFERT Alcohol and Drug Abuse Division grant and some contribution will be made for payment of materials and travel for the trainers.

VII. Anticipated Impacts/Outcomes of this Work

There are several outcomes for this program:

A. Short-term learning: To improve the skills and knowledge of trainers in various agencies across the state.
B. **Mid-term**: Increase training transfer for human services workers,
   - To increase the utilization of training plans specifically tailored to adult learners.
   - To increase access to CSU for credit classes
   - To promote and expand the role of Extension in the local communities

C. **Long-term**: To increase revenue for CSU and Extension
   - To improve the effectiveness of training across the state
   - To improve program quality and worker quality
   - To increase positive outcomes for program participants
   - To increase the professionalism of the human service work force
   - To improve access to learning
   - To promote a more educated workforce

IX. **Partnerships**

   Partnerships have been developed over the last 18 months with Qualistar, CSU Division of Continuing Education (DCE), CSU Department of Human Development (HDFS), CSU School of Education (SOE), CSU Extension field faculty, and Colorado Family Education Resource and Training (CFERT). Colorado Prevention Leadership Council, Head Start – Federal Region 8, Alcohol and Drug, Abuse Division (ADAD), Colorado Department of Public Health Life Long Learning Committee and the Colorado Office of Professional Development have been made aware of the course. This program will be marketed through Colorado State University Professional Development Office which holds the state contract for professional development activities. In addition, the development of human resource capital is part of the Community Resource Development CCA and its leaders will be approached for collaborative purposes. In addition, we will focus on recruiting Extension Professionals from a variety of specialties (Ag, Horticulture, Nutrition, 4-H) to be take ET to further enhance the delivery of their programs.

X. **Action Plan, including a Time Line for the Project**

   Timeline for Project:
   1. November 2007 -- Completion of new curriculum
   2. February 2008 -- Development of marketing materials
   3. February 2008 -- Marketing done through DCE and to other target audiences
   4. March 2008 -- Implementation of trainings done by local Extension personnel statewide
   5. March 2008 -- Completion of training and refresher for previously trained and new trainers

XI. **Evaluation Plan to Document Outcomes/Impacts**

   An evaluation instrument was developed for the Results Driven Training for the Qualistar grant. It will be modified to determine long term behavior changes based on the Guskey Model. Guskey uses a 5 level model including: Level 1 – Participants’ Reactions; Level 2 – Participants’ Learning; Level 3 - Organization Support & Change; Level 4 - Participants’ Use of New Knowledge and Skills; and Level 5 – Participant Outcomes.

XII. **Sustainability Statement**

   Once established through this Venture Capital, this project will be funded by participant registration fees. This fee will provide a revenue stream for the Division of Continuing Education, Extension, Extension agents and the Growing Strong Colorado Families Work Team. Revenue from this project will be used to assist agents in meeting county user fee financial targets. Our target audience will be expanded beyond the original Early Childcare and Education audience to include state agencies (ADAD, Human Services, Public Health and Environment, Mental Health, Criminal Justice, Transportation, etc.), non-profits and business. With the new curriculum, additional trainers and increase in fees ($125), we would have the means to generate increased revenue for the continued support and the sustainability of the project.
BUDGET

Request for funds to support one Effective Training workshop

<table>
<thead>
<tr>
<th>ET workshop in Adams County</th>
<th>Per agent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total 15 people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 participants - 8 full training, 4 refresher training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 trainers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mileage (ave. 240 miles @ $.39/mile) x 15  

<table>
<thead>
<tr>
<th></th>
<th>Per agent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>93</td>
<td>1,404</td>
</tr>
</tbody>
</table>

Training kit ($150/kit) x 8 includes trainer guide, participant handbook, supplies for “fidgets” & comfort station

<table>
<thead>
<tr>
<th></th>
<th>Per agent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training kit</td>
<td>150</td>
<td>1,200</td>
</tr>
</tbody>
</table>

Snacks (4 @ $3/person) x 15

<table>
<thead>
<tr>
<th></th>
<th>Per agent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snacks</td>
<td>12</td>
<td>180</td>
</tr>
</tbody>
</table>

Dinners (2 @ $20.00) x 15

<table>
<thead>
<tr>
<th></th>
<th>Per agent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinners</td>
<td>40</td>
<td>600</td>
</tr>
</tbody>
</table>

Lodging (2 nights @ $100) x 15

<table>
<thead>
<tr>
<th></th>
<th>Per agent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>200</td>
<td>3,000</td>
</tr>
</tbody>
</table>

Lunches (2 @ $10) x 15

<table>
<thead>
<tr>
<th></th>
<th>Per agent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunches</td>
<td>20</td>
<td>300</td>
</tr>
</tbody>
</table>

Total $6,684