



**The Accidental Trainer:  
Low or No Budget Training Solutions**

 Jessie Charlton, CIS Multimedia Specialist

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**The Task**



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Source: <https://www.youtube.com/watch?v=SL5Q5TnTSRQ>

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**The Point**

- Don't under estimate your importance.
- Without context your learners will fumble.

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## The Difference?



### Preparation



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Source: [http://www.funnyjunk.com/funny\\_pictures/146302/Weightlifting/](http://www.funnyjunk.com/funny_pictures/146302/Weightlifting/)

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## Preparation

- Know why you're training
  - Identify a training goal
- Know your audience
- Know your subject
- Know how your audience will use the content
- Create a plan



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## Why???

We want some behavior  
changed or maintained



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## Goal

We chose this topic because:

- Recent incident
- Yearly maintenance
- New information
- Compliance
- Other



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## Goal

Also identify:

- What are the expected results?
- What should the learner be able to do after training?



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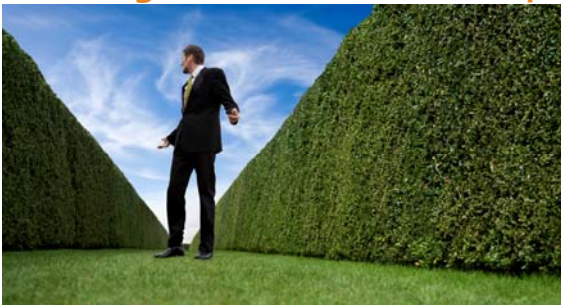
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## Creating a maze without a map



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# Audience



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# Audience

- New to the field/organization
- Seasoned in the field/organization
- Skill level (beginner, intermediate, advanced)
  - Tech Savvy
  - Tech Challenged



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# Subject

- Be able to have side conversations
- Give examples
- Ask “what if” questions and answer them
- Know more than you will share



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## Information

How will your audience use the information?



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## Information

Scenario: You are training your employees on new software for timesheets



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## Why???

Shapes content to be:

- Relevant
- Relatable



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## A Plan

- Who
- What
- Why
- How
- End result



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## Time

Make your training only as long as the content and your audience needs



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No Money



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## No Budget

- Reevaluate your current training
- Use experts you have available
  - Lead workers
  - Supervisors or managers
  - Specialty positions



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## No Budget

- Cover topics that can be done in house
  - Policies
  - Procedures



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## No Budget

- Share/present free resources
  - Police – Safety topics
  - Fire – Safety/first aid topics
  - CIS – Safety and loss control, employment risk management, public safety, wellness



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## No Budget

- Attend local trainings
  - Community college
  - Extension Colleges
  - Other government offices in area
  - Non-profits



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## No Budget

- The internet
    - Webinars
    - Tutorials
    - Podcasts
- \* Vet these prior to sharing to ensure information is accurate



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## No Budget

The screenshot shows the edX website with a navigation bar at the top containing links for Courses, How It Works, Schools & Partners, and About. Below the navigation bar, there are six course cards arranged in a 2x3 grid. Each card features a thumbnail image, a title, a description, and a status indicator (Current or Archived). The courses are: Career Edge: The Path to Career Success (Current), Catalyst ILX Inclusive Leadership Training: Get Beyond Work/Life Balance (Current, Self-Paced), Catalyst ILX Inclusive Leadership Training: Becoming a Successful Leader (Archived, Starts January 19, 2016), ILX Leadership: Ethical Leadership: Character, Civility, and Community (Current), Advanced Project101x Introduction to Project Management (Current), and Project101x Knowledge Management and Big Data in Business (Current).



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## No Budget



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## Low Budget

- Bring trainers to you
- Pool resources with other entities
- Online classes
- Send one staff to training



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## No Budget

Powerful free tool  
**Networking**



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## Conclusion

- Effective Training doesn't have to cost
- Context is key to understanding
- Preparation is the difference between good and bad training



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## Contact

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