



Coffee Break Training - Training Programs and Tips

The Analysis, Design, Development, Implementation and Evaluation Model

No. TR-2015-1 February 26, 2015

Learning Objective: The student will be able to enhance future training materials using the phases of the Analysis, Design, Development, Implementation and Evaluation (ADDIE) Model as they apply to instructional design.

The development of training materials should never have a finite end; they should, instead, be maintained. Perhaps the most well-known model of instructional design is ADDIE, an acronym for its own phases: Analysis, Design, Development, Implementation and Evaluation.

The initial phase (Analysis) requires a study of the students, desired outcomes, timelines and delivery methods, which leads to the Design of the training. This results in a plan that includes the method of delivery, audiovisual elements, and strategies to promote learning. In the Development phase, the materials are created and assembled according to the plan from the Design phase. During the Implementation phase, all materials (books, software, equipment, online delivery methods, and anything else required for the methods of instruction) are in place and functioning as required. Instructors/Trainers and students learn new procedures as required for the training.

The Evaluation phase — which might very well be another initial phase — consists of both formative and summative assessments. Formative assessments consist of ongoing feedback between instructors and students that allows the instructors to enhance and shape the students' learning experience while the learning is taking place. Summative assessment is the traditional method of evaluating students often for external accountability.

The Evaluation phase can be the most valuable stage of the process. It allows developers and instructors/trainers to examine the material, not just for flaws, but also for areas of improvement — both in materials and delivery. Just because the training module is finished does not mean it should be left alone. All training can benefit from a fresh look from time to time. Use the Evaluation phase of the ADDIE Model to look at your training and see if it can be improved, updated or refined for the benefit of the learning process.

Here at the National Fire Academy, we are moving forward with the initiative of updating our courses in an ongoing attempt to keep the materials fresh and current. A current example of this is the course "Forensic Evidence Collection" (R0214) that has been revised and piloted and will have new materials incorporated March 15, 2015 (<https://apps.usfa.fema.gov/nfacourses/catalog/details/773>). For more information on our courses, please visit the online catalog at <http://apps.usfa.fema.gov/nfacourses/>.

