# SAT Fundamentals
## Systematic Approach to Training

**Overview:** The purpose of this 3-day course is to provide participants with an overview of a Systematic Approach to Training as it applies to the Electric Utility Industry. In addition, the course is designed for participants to have the opportunity to demonstrate the skills they learn during class.

## Learning Objective

- The ADDIE process
- Training needs analysis
- Performance gap analysis
- Job task analysis
- Training plans
- Methods of effective training delivery
- Training course evaluation
- Current NERC PER standards and proposed standards
- NERC ILA form
- NERC job task list
- Connections between ADDIE process and NERC requirements

Each session will include combinations of presentations, working sessions, breakout groups, and other activities, to create a fast moving and interesting course as well as illustrate choices of presentation activities and styles. Participants will be encouraged to bring training material so they can work with their own training needs during the breakout sessions.

## Approach

One of the founding principles of *SOS Intl* is that the training provided to system operators and others be delivered by instructors who not only understand the content, but have been trained to prepare and deliver programs in the most effective manner. This **Train the Trainer** concept has been a central foundation of our training programs since the first classes were delivered.

### DAY 1

The first day will cover an Introduction to a **Systematic Approach to Training (SAT)** and the Basics of Analysis. Interactive activities will accompany each unit, familiarizing participants with introduced tools such as a job task analysis, ILA form, job description and performance review.

#### Covered topics will include:

- SAT application to the electric utility industry
- JTA as a starting point for training
- ILA for NERC continuing education
- Elements of a training needs analysis
- Gap analysis

### DAY 2

The second day will cover the topics of Design and Development, two distinct phases of the SAT, which have a particular amount of flow and overlap. Activities have been designed to effectively use this flow to create sample training plans.

#### Covered Topics will include:

- Creation of learning objectives & training plans
- Training modalities
- Tools for development: job aids, simulations, and exercises
- Data gathering and chunking

### DAY 3

The final day will cover Implementation and Evaluation, and will provide a final wrap-up, which assists in the completion of the ADDIE process and an activity, which reviews the NERC PER Standards.

#### Covered Topics will include:

- Principles of effective training delivery
- Implementation of on the job, online and other forms of training
- Evaluating course effectiveness
- Transfer of training

## SAT Certification

*SOS Intl* has developed and refined the Train-the-Trainer program to produce SAT certified trainers for the electric utility industry. After each workshop, participants will receive an *SOS Intl* Certification of Completion.

## AVAILABLE CREDITS

**24 : CEH**

**24 : STAND**

## PRICE

3-Day Classroom = $1,200

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## SOS INTL TRAIN-THE-TRAINER CURRICULUM

Effective programs that are consistent with PER-001, PER-002, PER-003, PER-004 & PER-005. Each workshop/course has its own value and purpose with regards to building your training program around these standards.

- PER-005 Workshop
- Job Task Analysis Workshop
- Systematic Approach to Training Fundamentals
- Presentation Skills

*Workshops & courses available individually*

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SOS Intl. and NERC ID SOS_INTL_001 is recognized by the North American Electric Reliability Corporation as a continuing education provider who adheres to NERC Continuing Education Program Criteria.