



# Oregon Child Development Coalition

## New Training Proposal Form

All OCDC teams use this form to plan all new trainings – to be delivered by OCDC or external trainers – for OCDC audiences. Please submit the form, along with training materials (trainer’s guide, learner’s packet, slides, multimedia, etc.), at least seven weeks before expected training date to allow time for review and processing. Please contact the LMS team ([ocdclms@ocdc.net](mailto:ocdclms@ocdc.net)) for assistance with entering dates for trainings already approved for OCDC audiences. Please complete *all* boxes and return this form and related materials for new trainings to [ocdclms@ocdc.net](mailto:ocdclms@ocdc.net).

<b>Training Title</b>	
<b>Training Delivery Type</b>	<input type="checkbox"/> Online / e-learning course <input type="checkbox"/> Other ( <i>please specify</i> ) : <input type="checkbox"/> Face to face / classroom
<b>Training Author(s)</b>	
<b>Brief description</b> (2-3 sentences)	
<b>Target Audience</b> (Service Area / Job Titles)	
<b>Who can deliver this training?</b> (Job Title, Required Training of Trainers, etc.)	
<b>Length of Training</b> (Hours or Range)	
<b>Learning Outcomes or Training Performance and Assessment Task</b> In this training, participants will...	
<b>Performance (On the Job) Outcomes</b> After this training, participants will...	

<b>Report to ORO?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ORO Set Level</b>	1    2    3
<b>ORO Core Knowledge Category(ies)</b> (if known)			
<b>Applicable Performance Standard(s)</b>			
<b>Available for Delivery In</b> (check all that apply)	<input type="checkbox"/> English ( ___ Trainer ___ Materials ) <input type="checkbox"/> Spanish ( ___ Trainer ___ Materials )		
<b>Child age group</b>	<input type="checkbox"/> Infant/Toddler (Ages birth to 3) <input type="checkbox"/> School-Age (Ages 5-12) <input type="checkbox"/> Preschool (Ages 3-5) <input type="checkbox"/> Not Applicable		
<b>Reflection Activity(ies)</b> Please Describe			
<b>Professional Action(s)</b> Please Describe			
<b>Should this training be included in the on-going training catalog or will it be a limited delivery?</b>	<input type="checkbox"/> Limited delivery – do not add to the catalog <input type="checkbox"/> May be repeated – add to the catalog  (Recommended) Category: _____		
<b>Materials are attached</b> (check all that apply)	<input type="checkbox"/> Trainer's Guide <input type="checkbox"/> Training Image (For LMS) <input type="checkbox"/> Learner Packet <input type="checkbox"/> Other <input type="checkbox"/> Slides / Multimedia		

Training Author Signature	Date
CO Service Area Lead(s) Signature(s)	Date
TPD Manager or T&D Specialist Signature	Date

# New Training Proposal Form Instructions



**Oregon Child Development Coalition**

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Use this form for *all* training that is written and delivered by OCDC staff that is not already approved in the agency LMS (Learning Management System).  
Also use this form for those trainings delivered by trainers from outside of OCDC.

<b>Training Title</b>	
<b>Training Delivery Type</b>	<input type="checkbox"/> Online / e-learning course <input type="checkbox"/> Face to face / classroom
<b>Training Author(s)</b>	
<b>Brief description</b> <i>(2-3 sentences)</i>	
<b>Target Audience</b> <i>(Service Area / Job Titles)</i>	
<b>Who can deliver this training?</b> <i>(Job Title, Required Training of Trainers, etc.)</i>	
<b>Length of Training</b> <i>(Hours or Range)</i>	
<b>Learning Outcomes or Training Performance and Assessment Task</b> In this training, participants will...	
<b>Performance (On the Job) Outcomes</b> After this training, participants will...	

- Is the training title descriptive of the content and purpose of the training? (does it excite or interest people.)
- Is the title unique enough that a subsequent training on the same or related content won't look like a duplication?)
- If you want this training to count for Oregon Registry (ORO) credit, please incorporate language from the Core Knowledge Category description into the title.

What information would help participants select the training or know what to expect in this training?

How long do you think this training will take, on average? (Note if there an acceptable range and/or if a significant change in delivery time is not acceptable.)

What, specifically, will the staff be able to *do* at the end of this training? Please write this in the form of a measurable outcome, such as: describe, plan, define the concept of.

Identify the specific behaviors which should be demonstrated on the job, as a result of participants completing this training. This isn't about what they will know, but what participants will do.

Staff working in certain center positions require a minimum annual number of ORO-approved hours, due to state licensing

This refers to the Oregon Registry (ORO) training Set Level. Set 2 and 3 require an additional application to OCCD .

<b>Report to ORO?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ORO Set Level</b>	1    2    3
<b>ORO Core Knowledge Category(ies)</b> (if known)	<ul style="list-style-type: none"> <li>• Diversity</li> <li>• Health, Safety &amp; Nutrition</li> <li>• Learning Environments &amp; Curriculum</li> <li>• Personal Professional &amp; Leadership Development</li> <li>• Special Needs</li> <li>• Family &amp; Community Systems</li> <li>• Human Growth and Development</li> <li>• Observation &amp; Assessment</li> <li>• Program Management</li> <li>• Understanding &amp; Guiding Behavior</li> </ul>		
<b>Applicable Performance Standard(s)</b>			
<b>Available for Delivery In</b> (check all that apply)			
<b>Child age group</b>	<p>Please describe the learning activity(ies) which will meet the requirement of an opening reflection activity.</p> <ul style="list-style-type: none"> <li>➤ Training sessions must include an opening reflection that allows participants to bring prior knowledge to the training topic. Provide the name of the reflection activity and a brief description of the reflection activity in the training session, usually at the beginning.</li> <li>➤ You may include other reflection activities in the agenda.</li> </ul>		
<b>Reflection Activity(ies)</b> Please Describe			
<b>Professional Action(s)</b> Please Describe	<p>Please describe the learning activity(ies) which will meet the requirement of a professional action plan activity.</p> <ul style="list-style-type: none"> <li>➤ Training sessions must include a professional action plan activity. Provide the name of and a brief description of the professional action activity in the agenda of the training session.</li> <li>➤ Indicate ways in which the trainer will help participants develop their professional action plans, based upon the topics and concepts that are presented.</li> <li>➤ It is helpful to participants to include a way to keep a record of their professional action plans.</li> <li>➤ Professional action plans encourage participants to plan to implement what they have learned in the session. Often this is stated as a plan for implementation, or next step in learning more.</li> </ul>		
<b>Should this training be on-going training category or limited delivery?</b>			
<b>Materials are attached</b> (check all that apply)			

<b>Training Author Signature</b>	<b>Date</b>
<b>CO Service Area Lead(s) Signature(s)</b>	<b>Date</b>
<b>TPD Manager or T&amp;D Specialist Signature</b>	

Approved by the person who oversees this Service Area at Central Office based on assessment of content appropriateness for the agency and participants.

Reviewed for compliance with requirements of the Oregon Registry, use of adult learning principles, and fit with agency mission, vision, values.

Department Manager (x1049) or

Submit training materials with this form (Trainer Guide, Learner's Packet, PowerPoints, etc.)