

**Identifying**

**Existing Training**

Once we have established a baseline understanding of agency’s current state of training materials we need to collect and catalogs examples of that content.

# **STEP 1**

**Gather Agency Training Materials**

**What if a training is not documented?**

In a Word document, ask the trainer/SME to provide:

A. Objectives

B. Learning Activities

C. Instructor/s names

D. Evaluation

* PDFs
* Slide decks
* Manuals, Handbooks
* Handouts, Packets
* Job Aids
* Videos and Tutorials
* Websites
* Training Agendas
* Lesson Plans
* Evaluations, Tests, Assessments
* Tracking documents (Excel, Access)

# **STEP 2**

Go to your folder in SharePoint: <https://tinyurl.com/AgencyTrainingMaterials>

* Catalog the training materials in the **Agency Content Analysis** spreadsheet

Includes Overview, Instructions, and Analysis tab

* Upload the collected examples

Be sure to use the same naming convention that you used in the **Agency Content Analysis** spreadsheet