



Training Implementation Plan

CAIRN

CONGREGATION

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Purpose of Training Implementation Plan:

Cairn Congregation is a new software platform to connect fellow alumni and students of Cairn. We want Cairn Congregation to establish and build upon relationships with in the Cairn community. This Training Implementation Plan will explain the necessary steps in order to train users or employees on how to use the new system.

If you are reading this document you have most likely been chosen to lead a group of individuals to train them on how to use Cairn Congregation. People have different experiences with technology and how to use it. The user manual was created to address this and gives details and images on how to use the platform.

Leading a group requires patience and respect. Please remember that these individuals are here to learn. Teach them where different features are located and don’t be afraid to reference the user manual. The user manual is a great way to understand how the product is intended to be used.

How to train users to use Cairn Congregation?

Create a goal that you want to achieve after the training has been completed. The term S.M.A.R.T is used when creating goals.

**S-** Specific task that you want to be completed. (5w’s Who What When Where and Why).

**M-** Measurable meaning that you are able to track you progress to obtaining your goal. A good question to ask is how will I know if my goal is accomplished?

1. Achievable. This checks to see whether or not the goal you made is achievable. This takes in different factors that affect your progress to obtaining the goal set.

**R-** Relevant. This checks to see if the goal set matters and that it will have an impact.

**T-** Time. This focuses on the amount of time it takes to obtain the goal. Often asks when will the goal be achieved and what progress can be made daily.

For more clarification on SMART visit the following link.

https://www.mindtools.com/pages/article/smart-goals.htm

USE THIS TEMPLATE TO CREATE YOU S.M.A.R.T GOAL

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| --- | --- |
|  | COMMENTS: |
| S |  |
| M |  |
| A |  |
| R |  |
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Different Training Techniques:

In Person: To train in person make sure that you have the right environment when training. This can be a computer lab or a classroom that is able to provide computers. Also if the users have their own computers encourage them to bring it. People are familiar with their own PC’s and can save time when starting.

Remember to create your S.M.A.R.T goal. This helps ensure that you are achieving what you want to accomplish in a timely manner. Reference pages (3-4).

Go through the training manual and follow the steps. Remember to speak clearly and go through the presentation slowly. If you decide to build a presentation include images of the different pages so people can compare their screen to yours and follow correctly.

Go through the training slowly and make sure the users understand how to use the product.

The length of training should be around half hour to an hour. This time line is flexible depending on the group dynamic.

Distance Training: Distance Training is very different that in person learning. If you are training online it is easier to create videos on how to use the platform. It is recommended that you complete the S.M.A.R.T goals page.

Record videos that are a reasonable amount of time and that the steps are explained clearly. People will be referencing the video for help on how to use the platform so make sure that the quality of the video is clear. Record yourself going through the steps in the user manual and record what your screen looks like so users can have a reference.

Distance is similar to in person except you don’t have to wait on people and make sure they are caught up with you.