BERN-CH 2014 CONFERENCE
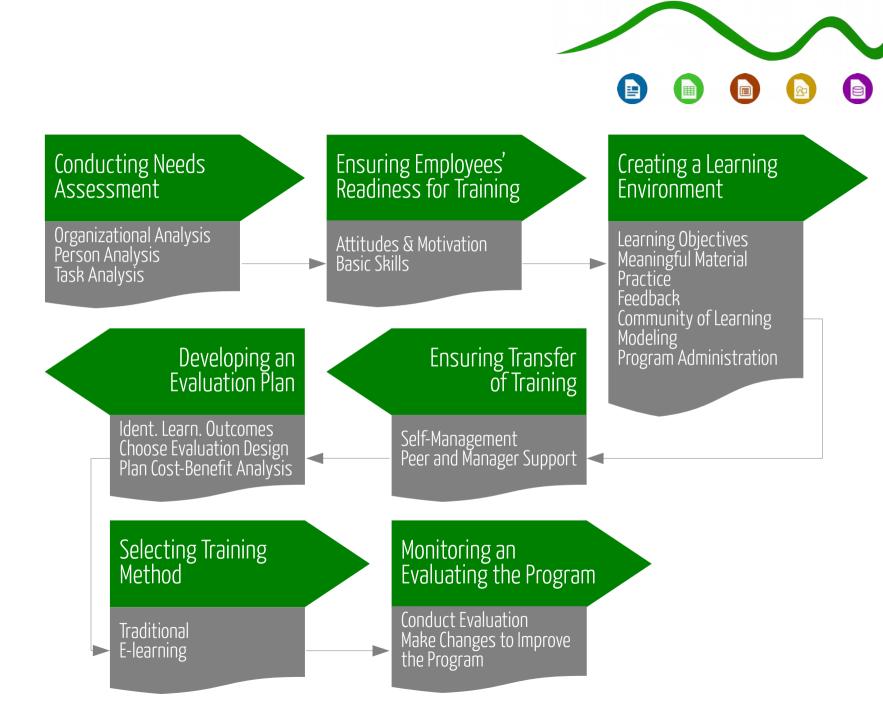
Skills of a Training Professional

- Italo Vignoli

LibreOffice

Conducting Needs Assessment

Organizational Analysis
Person Analysis
Task Analysis

Ensuring Employees' Readiness for Training

Attitudes & Motivation
Basic Skills

Creating a Learning Environment

Learning Objectives
Meaningful Material
Practice
Feedback
Community of Learning
Modeling
Program Administration

Developing an Evaluation Plan

Ident. Learn. Outcomes
Choose Evaluation Design
Plan Cost-Benefit Analysis

Ensuring Transfer of Training

Self-Management
Peer and Manager Support

Selecting Training Method

Traditional
E-learning

Monitoring an Evaluating the Program

Conduct Evaluation
Make Changes to Improve the Program

Introduction to Free Software

Introduction to LibreOffice

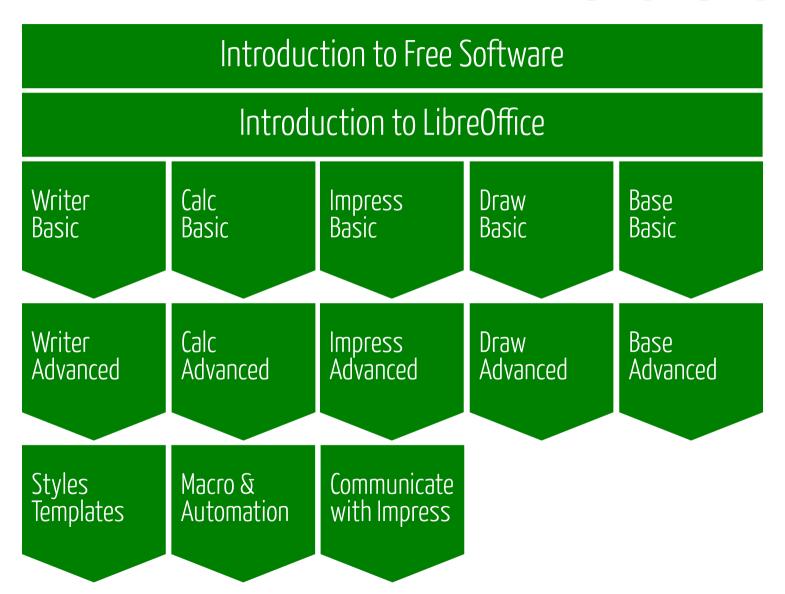|					
BASIC: software functions are pre-determined or commonly used, and techniques for input, manipulation and output are straightforward or routine	Writer Basic	Calc Basic	Impress Basic	Draw Basic	Base Basic
INTERMEDIATE: tools and techniques are described as "intermediate" because the functions are at times non-routine or unfamiliar	Writer Interm.	Calc Interm.			
ADVANCED: tools and techniques are described as "advanced" because some functions are complex and may involve looking for a tool to solve a problem	Writer Advan.	Calc Advan.	Impress Advan.	Draw Advan.	Base Advan.

LibreOffice

Introduction to Free Software

Introduction to LibreOffice

Writer Basic	Calc Basic	Impress Basic	Draw Basic	Base Basic
Writer Advanced	Calc Advanced	Impress Advanced	Draw Advanced	Base Advanced
Styles Templates	Macro & Automation	Communicate with Impress		

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Thanks

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