Terms you should know

- Training
- Knowledge
- Skills
- Attitudes
- Rite of Passage
- Socialization
- Training Ethics
- Needs Analysis
- Training Objectives
- Training Evaluation
- Gap Analysis
- Person Problem
- Situational Problem
- Group Problem
- Intervention
- Stakeholder
- Task Analysis
- Task cluster
- KSA
- Physical Fidelity
- Psychological Fidelity
- Acquisition
- Retention
- Transfer
- Person elements.
- Motivation
- Self-efficacy
- Locus of control
- Social Learning Theory
- Goal Setting
- Reinforcement in Training
- Positive Reinforcement
- Negative Reinforcement
- Punishment
- Part Learning
- Whole Learning
- Massed Practice
- Distributed Practice
- Automaticity
- Vigilance Decrement
- Overlearning
- Transfer
- Positive Transfer
- Zero Transfer
- Negative Transfer
- Training Evaluation
- Criterion
  - Unidimensional Criterion
  - Multidimensional Criterion
- Criterion Deficiency
- Criterion Contamination
- Criterion Relevance
- Criterion Referenced Evaluation
- Norm Referenced Evaluation
- Kirkpatrick’s Evaluation Levels
  - Level I Reaction Evaluation
  - Level II. Acquisition
  - Level III. Transfer
  - Level IV. Organizational Results
- Objective vs. Subjective Criteria
- Obtrusive vs. Unobtrusive Measures
- Formative Evaluation vs. Summative Evaluation
- Evaluation Techniques
  - Simple Survey
  - Experimental Designs
    - Experimental Group
    - Control Group
    - One Shot Case Study (Posttest only design)
    - Pre-test, Post-test only design
    - Randomized Post-test only control group
    - Randomized, Pre-test, Post-test,
- Utility Analysis

Concepts you should understand.

- activities pursued by a training and development practitioner.
- current trends in training.
- elements of a training model and tell why each is important.
- ethical principles that trainers face.
- The goal/purpose/benefit of a training needs assessment.
- Elements of a Workgroup/Organizational Analysis.
  - Organizational analysis
  - Person analysis.
- Elements of a complete task statement.
• the characteristics of trainees that affect their readiness to learn.
• how Bandura's Social Learning Theory can be applied to industrial training.
• the conditions affect transfer and how might transfer problems be avoided.
• the trainer variables that can influence acquisition of training?
• reasons for training evaluation
• barriers to training program evaluation.
• the relationship between task analysis, training objectives, and training evaluation.
• reliability and validity of training assessment/measurement techniques
• the barriers to conducting a training evaluation