

CETE Works with the RVDA Education Foundation

Using the DACUM (Developing a Curriculum) and SCID (Systematic Curriculum and Instructional Development) process, CETE's DACUM/SCID Program Director, Robert E. Norton, has been working with staff of the RV (Recreation Vehicle) Learning Center and experts from several RV dealerships to develop training materials for the Parts Manager/Specialist positions. Thirty-four learning guides have been developed to be used by the learner and his/her facilitator on an individual or small-group basis.

In order for these learning guides to be effective, Dr. Norton and staff worked with the experts—the people who actually do the work. RVDA Education Foundation recruited selected RV dealers to identify parts department employees qualified to serve on a panel of experts. They came to Columbus, Ohio, from all over the country for a 2-day DACUM workshop with a trained facilitator using brainstorming and consensus-seeking techniques to come up with a comprehensive list of high-quality duties and tasks.

They developed three lists of enablers: general knowledge and skills required of successful workers; the tools, equipment, supplies, and materials that workers need in order to be successful; and the worker behaviors employees need to be successful. Future trends and concerns that will likely cause job changes were also identified.

A national task verification was conducted after the workshop. Questionnaires were sent out asking the participants and other dealership parts employees to rate the importance of each task; to determine the percentage of people who actually perform each task, and to state how often the task is performed. Based on responses to the questionnaire, decisions were made about which tasks were performed by over 30% of the respondents and which tasks received a 2.5 or higher rating on importance and therefore should be selected for task analysis.

Task analysis involved teams of two or three expert workers and a trained analyst who identified the steps for performing a task; the criteria for assessing performance; the tools, equipment, supplies and materials needed; the knowledge required; any safety concerns; important worker behaviors; and the decisions, cues, and possible errors for each step of each task. This collection of detailed and accurate information formed the basis for developing the learning guides. A key feature of the guides that is not always addressed in a training program is the inclusion of important worker behaviors—such as attention to detail, friendliness, honesty, and confidence—that play a large part in determining the success or failure of the worker.

continued on p. 3

It's not too late to apply...

Preparing Workforce Education Leaders is accepting applications for the 2006-2007 program beginning this summer. *The deadline is April 30, 2006.* To find out how to be part of this professional development program, contact N.L. McCaslin, Project Director, mccaslin.2@osu.edu, 614/247-7964 or Rebecca Parker, Assistant Director, parker.304@osu.edu, 614/688-5941.

Contents

- 2 Events
- 3 Structured On-the-Job Training
- 3 CETE Publications
- 4 CETE Retiree Honored
- 4 CETE Contacts



Events

SCID Workshop, May 1-5, 2006, 8am-5pm, hosted by Georgia Division of Public Health, Atlanta, GA

DACUM (Developing a Curriculum) Institute, May 15-19, 2006, 8am-5pm, hosted by CETE, Columbus, OH; \$1,295

For information: Robert Norton, norton.1@osu.edu; Debbie Weaver, weaver.22@osu.edu; www.dacum.ohiostate.com

Test Construction Workshop, October 4-6, 2006, hosted by CETE/OSU, Columbus, OH; \$850. Constructing valid, reliable assessments of job-specific knowledge and skills is critical to effective human resource practice. This workshop provides participants with practical knowledge and skills to understand the creation of valid, reliable, and legally defensible assessments. For information: James Austin, austin.38@osu.edu, 614/292-9897; or Robert Mahlman, mahlman.1@osu.edu, 614/292-9072.

S-OJT (Structured On-the-Job Training) Trainer Certificate Program, April 26-28, 2006, 8:30am-5pm, hosted by CETE/OSU, Columbus, OH; \$895. For information: Ronald Jacobs, jacobs.3@osu.edu.

Building Better Opportunities for Ohio's Youth Conference, Ohio Department of Job and Family Services' Fifth Annual Statewide Conference for youth development and professionals, April 11-13, 2006, Columbus Hilton East at Easton, Columbus, OH, hosted by LearningWork Connection

S-OJT (Structured On-the Job Training) Trainer Certificate Program

CETE and The Ohio State University offer a 3-day S-OJT Trainer Certificate Program. This program will be held on April 26-28, 2006. The S-OJT Certificate Program is based on nearly 25 years of faculty research and development. S-OJT makes use of the principle that training is most effective when it occurs as close as possible to the work. S-OJT is used alone in module format or is blended with other training approaches as appropriate, such as classroom or Web-based training.

S-OJT has been proven effective in delivering a wide range of training content, including technical, managerial, and awareness training. These programs have shown the following benefits: reduced training times; lower training costs, improved quality rates, and increased development opportunities for employees. It has recently become part of public workplace training programs for youth, retraining programs for dislocated workers, and apprenticeship programs for individuals entering the skilled trades.

This program is specifically designed for employees who will be asked to deliver—and sometimes help develop—S-OJT programs. The S-OJT Certificate Program could help the following individuals:

- Managers who provide information to supervisors and frontline employees
- Managers and supervisors who train new employees
- Supervisors who train new frontline employees
- Frontline employees who train other frontline employees
- Quality and safety staff who train on concepts and processes
- Quality and safety staff who train on specific techniques and approaches
- Workforce development staff delivering work-based learning programs

The cost of this 3-day S-OJT Trainer Certificate Program is \$895 per person. For an additional \$25 you can receive 2.5 CEU credits. For more information about the upcoming program or future training dates, please contact Ronald Jacobs, jacobs.3@osu.edu.

This conference will feature both adult and youth tracks. The adult track will include state, local, and national speakers and workshops on topics such as Common Measures, WIA 101, SCOTI, WIA Fiscal Policies, Ohio's New Vision and Mission for Youth, TABE 9 & 10, Resource Mapping, Alternative Education Programs, Grant Writing, Generation Y, Marketing Youth Programs, and more.

The youth track will be facilitated by the Youth Leadership Institute. YLI is a national training organization that works with over 5,000 youth and adult allies each year throughout the country in developing fast-paced and interactive forums for true and authentic youth leadership and civic engagement. YLI facilitated the recent well-received All-Ohio Youth Leadership Summit and has worked with WIA staff and participants in California and North Carolina. YLI has also partnered with the Corporation for National and Community Service and U.S. Department of Labor on training and youth forums.

See <http://www.learningworkconnection.org> for registration information.

CETE Publications

Fun with Physics: Real-Life Problem Solving for Grades K-3 and 4-8; FWP K-3, \$39.95; FWP 4-8, \$39.95; FWP K-8, \$70 (set of two books)

The Fun with Physics books provide age-appropriate learning activities that will help students develop problem-solving skills as they relate to real-world problems. Each book contains complete learning activities based on the topics of simple machines, electricity and magnetism, heat, and liquids. Each inquiry-based learning activity includes a step-by-step exploration activity, key discussion questions, explanations (i.e., the scientific principles involved in the activity), ideas for extension activities, and suggestions for evaluation.

Fun with Math: Real-Life Problem Solving for Grades K-3 and 4-8; FWM K-3, \$39.95; FWM 4-8, \$39.95; FWM K-8, \$70 (set of two books)

Although these books were developed for the nonmath teacher, even formally trained math teachers will find their practical focus on applications to real-life situations valuable. Each book contains age-appropriate learning activities for general problem solving as well as real-life math problem solving. All activities are described with consideration to National Mathematics Standards and the Ohio Mathematics Proficiency Outcomes. Specific suggestions for instructional strategy, including those to facilitate the development of more complex skills, are included.

DACUM Handbook, 2nd Edition, by Robert E. Norton; LT67R, \$65

This revised and expanded handbook presents over 400 pages of effective procedures for conducting job, occupational, process, or functional analysis using DACUM (Developing a Curriculum). The handbook is organized around specific duties identified as being critical to the successful facilitation. A comprehensive set of transparency masters and information on task statements, terminology, competency-based education, potential problems, and a history of DACUM are provided to support the DACUM process.

RVDA *continued from p. 1*

Validation of the task analysis was conducted by having each team of experts share their task analysis work with one or more of the other teams for review and cross-validation. Parts Specialist and Parts Manager Certifications have already been established by the RVDA Education Foundation. CETE is now working with RVDA Education Foundation on the Service Manager occupational analysis and will soon start work on the Service Advisor position. For more information about this program and/or the DACUM/SCID processes, contact Dr. Robert E. Norton at norton.1@osu.edu or 614/292-8481.

Ordering CETE Publications

Order online at <http://cete.org/publications.asp> or send your orders to Publications, Center on Education and Training for Employment, The Ohio State University, 1900 Kenny Rd., Columbus, OH 43210-1016.

Prices do not include shipping and handling. Shipping costs are figured at \$5 up to \$50; over \$50 add 10% of your total order. Priority shipments are charged at the actual shipping costs plus a \$15 handling fee. Call for actual shipping costs and quantity discount information: 614/292-4277.



CETE Retiree Receives the Max S. Wortman, Jr./USASBE Award

Congratulations to Cathy Ashmore for receiving the Max S. Wortman United States Association for Small Business and Entrepreneurship award. This honor has been presented only twice before. As the third recipient of this award, Cathy is recognized for her lifetime of entrepreneurial achievement that encompasses the ideals of entrepreneurship activity. Cathy has devoted most of her life to furthering the cause of entrepreneurship education.

CETE has benefited from her entrepreneurship expertise. She was responsible for the development of the PACE (Program for Acquiring Competence in Entrepreneurship) curriculum. This set of curriculum materials is still being used by teachers in secondary, postsecondary, and adult education and other programs offering classes in entrepreneurship education.

You can find out more about PACE by going to our website, www.cete.org/publications.asp or by calling the CETE Publications Office at 800/848-4815 ext 2-4277.

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