

# KSAO Project

Knowledge, Skills, Abilities & Other Characteristics:

## **Framework for Training within a Non-profit Organization**

*Supplemental framework to the KSAO Project Manual.*

# KSAO Project

## Purpose

The purpose of the KSAO project is to develop a standardized process for Trainers to use when developing curricula that clearly outlines Knowledge, Skills, Abilities and Other behaviors (“KSAOs”) in curricula development, implementation and assessment.



# KSAO Project Elements

The KSAO Project includes elements of the following graduate-level courses:

- 1. Curriculum Development**
- 2. Adult Learning Theory**
- 3. Program Evaluation and Instruction**
- 4. Instructional Design**

WITHOUT all of the “theory,” just the practical; HOWEVER, if you are interested in pursuing a more theoretical framework, we can develop this within your **PTP** (personalized training plan)

# KSAO Project

## Resources

### The following texts are sourced for this project:

1. *Training & Development: Communicating for Success.* Beebe, Steven A.; Mottet, Timothy P.; Roach, K. David
2. *Made to Stick.* Heath, Chip; Heath, Dan
3. *E-learning Fundamentals.* Elkins, Diane; Pinder, Desiree
4. *Design for How People Learn.* Dirksen, Julie
5. *Practical Research: Planning and Design.* Leedy, Paul; Ellis-Ormrod, Jeanne

# KSAO Project

- Sessions were piloted using a cohort approach.
- Trainers met monthly with activities to complete and submit before the next session.
- Trainers also met bi-weekly by department as well as individually.
- The KSAO Project uses:
  - **Manual** – 100+ page “text” that provides an overview of the KSAO Project and its processes
  - **Modules** – 7 modules that complement and reinforce the concepts and constructs of the manual with supporting activities.


# KSAO Project

## Matching Modules with the Manual

Module	Chapter/s	Topic
<b>1</b>	1, 2 , & 3	<i>Introduction</i>
<b>2</b>	4	<i>Establishing KSAOs</i>
<b>3</b>	5 & 6	<i>Producing Learning Objectives with KSAO Verbs</i>
<b>4</b>	7 & 8	<i>Building a Process &amp; Measuring Learning</i>
<b>5</b>	9	<i>Collecting Data</i>
<b>6</b>	10	<i>Developing Effective Curricula</i>
<b>7</b>	11	<i>Creating Virtual Engagement &amp; Active Learning</i>
<b>8</b>	Conclusion	<i>Diversity &amp; Inclusion</i>

# KSAO Project

## How to Use the Modules

- The modules are designed as a supplement for the KSAO Project **Manual**.
- *The time required to complete the KSAO Project will vary, pending on the experience level of trainers.*
- Each module ends with an  designed to reinforce the material presented in the manual and module. *Module Activity pages are **BLUE**.*
- Many of the activities are located in the **BACK** of the manual as appendices (pp. 96- 106).

# KSAO Project

## Starting the Project:

1. Ensure you have the latest version of the Manual and Modules (located in the S:drive).
2. Determine who you can partner with for the duration of the Project (another Trainer, Supervisor, etc.).
3. Although the KSAO Project can be completed asynchronously and individually, participating will require feedback from a source knowledgeable with KSAOs.