In-Service Assignment

Due Date: Varies

Learning Outcomes

Interns will demonstrate the ability to

- Plan and deliver staff training that applies adult learning principles,
- Use current technology to deliver a professional presentation and evaluate learning outcomes,
- Assess participant feedback through Qualtrics surveys, and
- Reflect on activity and develop goals to improve future trainings

2022 ACEND Standards Learning Assessment:

CRDN 3.8: Design, implement, and evaluate presentations to a target audience.

May also address the following CRDNs: 2.10, 3.10

Overview

You will plan and conduct a 20–30-minute in-service training (length set with your preceptor) in one of your rotations (clinical, community, or food service). The training should:

- Apply adult learning principles:
  - Connect to participants' prior knowledge and experiences.
  - Use interactive strategies (discussion, case examples, demonstrations).
  - Focus on problem-solving and practical application.
  - Provide clear, action-oriented outcomes.
- Be designed with the audience's needs in mind.
- Include Qualtrics evaluation and
- Reflection

Tasks

1. **Planning**
   - Select a topic with your preceptor that is relevant and practical for the audience.
   - Define desired outcomes in action-oriented language (e.g., "Staff will be able to list three safe knife-handling practices").

- Develop an outline with content and planned activities.
- Design teaching methods that engage adult learners (case studies, small group discussion, hands-on demonstration).
- **Review:** Principles of Adult Learning & Instructional Systems Design

2. **Pre/Post Evaluation & Feedback (via Qualtrics)**

You will create and administer an evaluation survey in Qualtrics to assess knowledge gained and gather participant feedback.

- Qualtrics Instructions:
  - **Log in** to Qualtrics https://guides.lib.montana.edu/qualtricshelp
  - Upload the following QSF files to your account to create a pre- and post-assessment. import the Post Assessment directly into Qualtrics under **Projects → Create Project → From File → Upload .QSF**. Upload and edit the Post-Assessment Survey (.qsf). Once the post is ready, copy it to create a pre-assessment and edit that as needed to fit the situation.
- Pre-assessment questions measure baseline knowledge/skills aligned with learning outcomes.
- Post-assessment measures again, to see if participants learned the content.
- In addition to measuring knowledge/skills outcomes, the post-assessment also includes
  - Participant satisfaction items (e.g., clarity, usefulness, engagement).
  - Open-text feedback option.

Distribute the survey using a QR code or link provided to participants at the training.

Analyze results in Qualtrics:

- Export summary reports (tables, charts)
- Compare pre/post results to evaluate learning outcomes.

3. **Teaching Delivery**
   - Conduct the in-service on the scheduled date.
   - Ensure that you have planned. Reserve a space, practice technology (audio, video, screen sharing)
   - Use interactive and adult-centered teaching methods.
   - Provide a teaching slide deck that is clear, professional, and visually supportive of your message.

4. **Reflection**

After reviewing Qualtrics survey results and preceptor feedback, write a one-page reflection addressing:

- Did I achieve my learning outcomes?
- How did the adult learning strategies work?
- What strengths and challenges did I experience as a presenter?
- What could I improve for future presentations?

Success Criteria

Submissions

- Canvas
    - Qualtrics Survey Results Report - downloaded/exported from Qualtrics as an Excel or PDF.
    - Teaching Slide Deck - PowerPoint
    - One-page Reflection - Word or PDF
- Preceptor Assignment Evaluation - In-Service Training Intern Feedback & Evaluation completed in Trajecsys. **PDF sample attached separately.**