Integrated Single Electricity Market (I-SEM)
Training Approach for Participants

Additional comments
to the Training Approach PowerPoint deck

28 February 2017

Below you will find additional comments and explanations to selected slides of the Training Approach for Participants.

1   SLIDE 7 – HIGH LEVEL TRAINING APPROACH

ADDIE model is widely used in the learning industry to organize training and development projects. It consists of 5 steps: (A) – Analysis, (D) – Design, (D) – Development, (I) – Implementation and (E) – Evaluation. On every single step, specific tasks with specific deliverables should be prepared.

To provide the high quality of the training required, we will ask Participants to engage in three of these steps:

- (A) – Analysis; whereby the I-SEM Training Team will ask Participants to take part in a survey and (in some cases) in an interview to collect any necessary information,
- (D) – Development; when the I-SEM Training Team will ask Participants to provide information about who they wish to train and will also seek cooperation in logistics issues associated with training delivery,
- (I) – Implementation; when the I-SEM Training Team will ask Participants to engage in building good (i.e. engaging, supportive, and mobilised) learning environments in their organisations.

2   SLIDES 9-13 – TRAINING BLOCKS

Training will be divided into Training Blocks, each divided into Training Topics for which a specific set of learning objectives is described.

In the Training Needs Analysis Survey, the I-SEM Training Team will ask Participants which Training Topics are considered as needed for that organisation and for how many personnel. Based on these responses, the I-SEM Training Team will prepare a detailed Training Plan, which is optimised for different target groups.

Training Blocks will be combined as appropriate – given both need and logistics - to form full training days, which will be organized in the training schedule.

3   SLIDE 16 – PERSONALIZATION OF THE TRAINING

I-SEM Training Team plans to provide training which is adapted to specific needs of different target groups. By implementation of three postulates: just enough, just in time and just for me, we will try to reduce the training effort by designing learning paths which are covering only these Training Blocks or Training Topics which are relevant to the specific audience.

4   SLIDE 17 – HIGH LEVEL STRUCTURE OF THE TRAINING

Participant training will be focusing mainly on two areas:

- Building understanding (based on relevant knowledge) of new I-SEM regulations,
- Building skills (based on step-by-step guides and/or check-lists) in performing relevant tasks related with interactions with I-SEM information systems.

Additionally I-SEM Training Team will provide environment for supporting Participants in these two areas (understanding of regulations and skills related with interaction with I-SEM information systems) after the training is concluded.

5   SLIDE 23 – LEARNING MANAGEMENT SYSTEM

Learning Management System (LMS) is a family of specialized IT solutions which was created to effectively manage learning processes. LMS will let I-SEM Training Team to keep track of Trainees engagement and mobilize them if needed. It will help to set up and provide dedicated learning paths to specific target groups. It will also help in all administration tasks (like sending e-mails, managing learning content, etc.).

LMS will be provided as a solution in the cloud. Trainees will have access to it in the Internet using their individual logins and passwords. Based on them they will be redirected to their own learning paths.

Although no sensitive data will be stored in the LMS I-SEM Training Team will strive for security of this solution.

6   SLIDE 27 – LEARNING COMMITMENT

Many training projects are not as effective as they could be due to low commitment of Trainees and their organisations in the learning process. The Training Approach has been developed to learn from this experience by ensuring that participant commitment is sufficient for successful delivering of the training.

The I-SEM Training Team estimated that each Trainee will typically need about 10-20 hours of self-learning and a further 2-4 days of instructor-led classroom training (dependent on the organisation and the role).

We will ask Participants to:

- create for Trainees a "space" (time, consent, provide necessary tools if needed) for the training,
- set up a contract between every Trainee and his/her Supervisor which will mobilize both Trainee and Supervisor (for Trainee – that he/she will fully engage in this learning and

for Supervisor – that he/she will support acquisition of new competencies and demand them implemented on the job).

7 SLIDE 29 – ENGAGEMENT ON PARTICIPANT SIDE

The I-SEM training will be provided between July and November, but there are a few additional pre- and post-training activities needed to perform. Here is the list of engagement I-SEM Training Teem will ask for Participants through nominated Training Contacts.

Time	Task	All Participants will be asked to…
March – April	Training Needs Analysis	… fill in the Training Needs Analysis Survey; selected Participants will be asked to take part in the Training Needs Analysis Survey
May – June	List of Trainees	… provide list of Trainees (their name, surname, e-mail address, role in the organisation)
May – December	Training Logistics	… organize, in alignment with the training schedule, logistics for Trainees (transportation to the training venue, accommodation – if needed) and providing additional logistics-related information (if needed)
June	Training Contract	… mobilize supervisors of Trainees to meet with them and set-up a training contract (engagement from Trainee's side; support and demand from Manager's side
July – December	Self-learning using Learning Paths on LMS	… regularly login in to the Learning Management System and use training materials provided on it
August – November	Delivery of Seminars for Participants	… delegate Trainees (free them from their on-going business/operational obligations) to instructor-led training sessions relevant for particular Trainees
November	Pre-Market Trial Test	… mobilize all Trainees to take part and pass the test concluding their learning journey
July – December	Evaluation and Lessons Learned	… share with the I-SEM Training Team reflections which are being brought by Trainees from both self-learning activities and instructor-led training

8 SLIDE 31 – EVALUATION OF THE TRAINING

There are two purposes of the training evaluation:

1. to modify next training events based on feedback from Trainees participating in the previous ones,
2. to build lessons learnt for future project of similar kind.

The goal of both is to improve quality of the training.

I-SEM Training Team will be evaluating the training by using two tools:

1. Training Survey which will be filled in by every Trainee right after instructor-led training; these surveys will let us know subjective reflections on efficiency of the training,
2. Short tests concluding Training Blocks; these tests will let us know how knowledge provided during all parts of the training within the Training Block was adopted.