

# A SYSTEMS APPROACH TO TRAINING

## ORDER FORM

*Please supply:*

SATT1 VHS version .....  £495 + VAT  
(£569.25)

SATT2 U-Matic version .....  £495 + VAT  
(£569.25)

SATT3 Videodisc version .....  £550 + VAT  
(£632.50)

SATT4 Interactive Videodisc version

to run on IBM PC + MIC 2000

to run on BBC Master/genlock

to run on PHILIPS 835

*(Please enquire for alternative systems.)*

} £695 + VAT  
(£799.25)

*Deliver to:*

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ TELEPHONE \_\_\_\_\_

ORDER REFERENCE NUMBER \_\_\_\_\_

I enclose a cheque for £ \_\_\_\_\_

*(Please make cheques payable to Futuremedia Limited.)*

Return this order form to:

Sales Department, Futuremedia Limited,

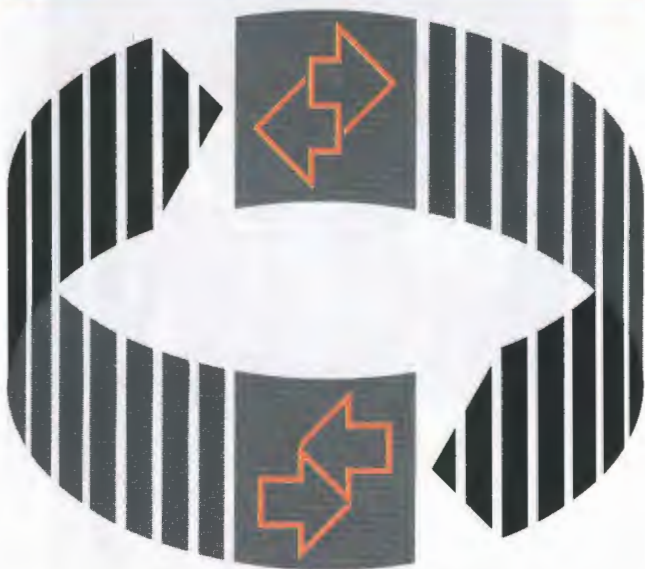
44a Aldwick Road, Bognor Regis,

West Sussex, PO21 2PN.

Telephone: 0243 867811

VAT Number 376 8322 23





A SYSTEMS APPROACH TO  
**TRAINING**

A VIDEO TRAINING COURSE

futuremedia





**VERSIONS 1 AND 2**  
VHS or U-Matic cassette,  
workbook and tutor's guide.



The detailed workbook provides a  
systems overview and guides the  
self-study session

# A SYSTEMS APPROACH TO TRAINING

A SYSTEMS APPROACH TO TRAINING is a video-based training course on the analysis and design of training. Developed and validated in association with British Gas, the course is applicable to all forms of training, whether they are based on conventional face-to-face methods or employ sophisticated learning media.

## WHAT IS A SYSTEMS APPROACH?

Fundamental to the success of any programme of training is the basis on which it is planned and designed.

A systems approach enables training needs to be analysed and defined as a sequenced progression of objectives. By being able to specify accurately what is expected of the trainee, appropriate training strategies can be developed and, most importantly, they can be monitored and evaluated.

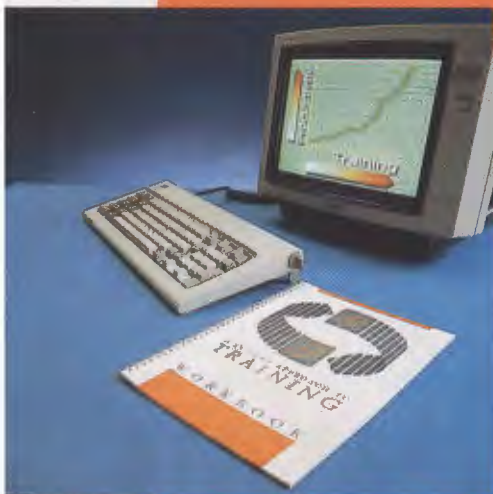
The contribution that training can make to commercial success and business efficiency is explicit when a systems approach is used.

## CONTENT

The course provides an overview of the systems model illustrating its applicability to the training process and explaining its role in contributing to the efficiency and productivity of business, industries and organisations in general.

Trainees learn how to:

- \* analyse training needs
- \* establish aims
- \* derive training objectives and enabling objectives
- \* identify and describe the specific components of an objective
- \* examine the applicability of training objectives in various types of training
- \* classify given objectives according to the skills they describe
- \* embody objectives and the systems model in the design of training and in the methods and media employed.



Using video cassette, videodisc or interactive videodisc the course shows how a systems approach can be used to improve the analysis, design and implementation of training.



### VERSIONS 3 AND 4

LaserVision videodisc, workbook, tutor's guide and computer software (interactive version only)

# A SYSTEMS APPROACH TO TRAINING

## WHO SHOULD USE THIS COURSE?

This training package enables trainers and training managers to learn about a systems approach and, using the video and workbook, to develop systems skills. The course is applicable to anybody who has a responsibility for training, or the management of training, irrespective of the industry or the type of organisation in which they work.

## WORKBOOK/TUTOR'S GUIDE/VIDEO

### ■ Workbook

The sixty-three page workbook provides an overview of a systems approach, reinforces the key points made in the video and through a series of self-assessment questions, checks the level of understanding being achieved.

### ■ Tutor's Guide

This explains the operation of the course to those responsible for its implementation. It suggests how the trainee might progress through the workbook and video and identifies those areas where the course supervisor could provide additional help.

### ■ Video cassette or videodisc

This element of the course is in two parts which in total run for thirty-five minutes.

Situations where a non-systems approach is in use help to show where problems occur and how a systems approach can solve them. Graphics sequences explain the interdependency and interaction between the many complex elements of training. Training tasks are broken down and analysed into manageable and identifiable objectives.

# A SYSTEMS APPROACH TO TRAINING

## **INTERACTIVE LEARNING**

In using the course the viewer is asked to stop the video at specific points and move between workbook and video sequences. An interactive version using Laservision videodisc under computer control, introduces a further dimension to the programme through computer-generated questions and alternative narration which advises and guides the viewer according to the responses made via the computer keyboard. This interactive version of the course is designed to work with various computer/videodisc configurations.

## **WHICH ORGANISATIONS CAN BENEFIT?**

The video material was filmed in association with British Gas and illustrates the craft, supervisory and management applications of the systems model within the organisation. However, the course is non-industry specific in that the concepts and ideas used are applicable to any organisation.

The video and workbook provide an ideal self-study opportunity to learn about a fundamental requirement of training design and development.

In an age where the complexity of work tasks is increasing and the time and resources available to achieve them is short, A Systems Approach to Training provides the foundation for achieving efficiencies and improvements in training.

Importantly, it shows how to establish the yardstick against which the contribution of training to any business or organisation can be measured.

Futuremedia Limited,  
44a Aldwick Road, Bognor Regis,  
West Sussex, PO21 2PN.  
Telephone: 0243 867811