Glossary of Terms

Term	Definition
Action Steps	The specific efforts that are made to reach the goals outlined.
Activities	The actual events or actions that take place as a part of the program.
Cadre	A diverse group of professionals with a common vision and mission.
Candidate	A person who applies or is nominated for a role.
Capacity Building	The development and strengthening of human and institutional resources.
Coaching	Form of training or teaching, aimed at helping a person or team improve.
Collaboration	The process of two or more people or organizations working together to realize shared goals.
Competencies	The skills or abilities that have been defined to do a job properly.
Data Analysis	The process of researching, organizing, and transforming data in order to bring out useful information.
Data Collection	Systematic gathering of data for a particular purpose from various sources.
Demographics	Socioeconomic characteristics of a population expressed statistically.
Distance Learning	A mode of delivering instruction using technology to individuals who are separated by time, or distance, or both.
e-Learning	Instruction accessed through computerized electronic technologies, such as the Internet, intranet, compact disc, mobile devices, or other digital media.
Evaluation, Outcome	The systematic collection of information to assess the impact of a program, present conclusions about the merit or worth of a program, and make recommendations about future program direction or improvement.
Evaluation, Process	The systematic collection of information to document and assess how a program was implemented and operates.
Evaluation, Program	The systematic collection of information about the activities, characteristics, and outcomes of programs to make judgments about the program, improve program effectiveness, or inform decisions about future program development.

Training Cadre Resource Tool

Term	Definition
Evaluation Measures	Used for measuring progress toward achieving goals and objectives previously outlined over time.
Evaluation Plan	A written document describing the overall approach or design that will be used to guide an evaluation. It includes what will be done, how it will be done, who will do it, when it will be done, why the evaluation is being conducted, and how the findings will likely be used.
Facilitation	A process where participants start with information about a topic or problem and work toward an outcome.
Feedback	Information about reactions to a product or service used as a basis for improvement.
Goal	A statement of the overall mission or purpose(s) of the program.
Goals, Overall Program	The mission or purpose of the program.
Goals, 5-Year Program	A broad statement of program purpose that describes the expected long-term effects of the program.
Information Session	A presentation or other instructional activity delivered in a short time that focuses on a specific topic.
Infrastructure	A culture of continuous learning that includes both formal and informal professional development (PD) with a focus on specific, relevant content and professional collaboration.
Interview Guide	A list of issues or questions to be raised in the course of an interview.
Kickoff Meeting	The first meeting with the project team to discuss a plan or strategy to successfully complete the project.
Learning Objectives	Learning objectives are written to relate directly to the goals of the educational activity. The planning committee, content experts, and presenters determine the goals and objectives of the activity based on identified need. Sound objectives or outcomes are measurable, concise, specific, and adequately define the level of the learning activity and the learners' scope of practice.

Term	Definition
Learning Objectives, SMART	Guidelines for building learning objectives. S — Specific: Clearly identifies a particular knowledge or skill that learners are expected to demonstrate following training. M — Measurable: Knowledge or skill can be quantified through assessment. A — Action-oriented (attainable): Active verbs are used to represent the behavior being measured. R — Reasonable (relevant): Knowledge or skill can be attained within the time, scope, and other conditions of training and relevant to the needs of the program and the learners. T — Time-bound: Include the time frame in which learners are expected to achieve objectives, usually by the end of training.
Live Events	Category of educational activity presented in a live format with time-limited availability.
Meeting	A gathering of two or more people for a particular purpose.
Mission	A declaration of an organization's core purpose and focus.
Needs Assessment	Formal process of gathering data to identify the needs of a target audience. A needs assessment can provide information to help • Identify areas that need improvement and clarify issues. • Identify discrepancies between what is in place and what needs to be in place. • Determine attitudes and beliefs. • Determine knowledge level. • Determine skill level.
Objectives	Statements that describe the intended result and are the basis for monitoring progress toward achieving goals and setting targets for accountability.
Outcomes	The results of an activity or process.
Outcomes, Measurable	The impact an activity or process has in relation to the defined goals and objectives.
Parking Lot	A tool to track important items, ideas, and issues that may not be useful to discuss at a time in the agenda but that may be addressed later.
Partnerships	The association of two or more people or organizations.

Term	Definition
Pilot	A test of a plan or project before introducing it more widely.
Presentations	A speech or visual display tailored to specific audiences such as school administrators, faculty, education and health professionals, adolescents, parents, college students, legislators, or community groups.
Professional Development (PD)	A systematic process that strengthens how professionals obtain and retain knowledge, skills, and attitudes. Professional development is consciously designed to actively engage learners and includes the planning, design, marketing, delivery, evaluation, and follow-up of professional development offerings (events, information sessions, and technical assistance).
Professional Development (PD) Event	A set of skill-building processes and activities designed to assist targeted groups of participants in mastering specific learning objectives. Such events are delivered in an adequate time span (at least 3 hours) and may include curriculum and other training, workshops, and online or distance learning courses.
Professional Development (PD) Offering	Events, information and presentation sessions, and technical assistance.
Professional Development (PD) Practices	On the basis of research and best practices, these CDC recommendations provide the best conditions for professional development implementation to occur. They encompass the delivery of PD in a group setting (trainings, presentations, meetings) and one-on-one (general technical assistance, coaching/mentoring). There are six practices: Sustain, Design, Market, Deliver, Follow-Up, and Evaluate.
PD Practice, Deliver	The execution phase of all the effective training and technical assistance that has been designed and marketed.
PD Practice, Design	Thoughtfully planning the composition/arrangement of professional development offerings.
PD Practice, Evaluate	This is the process of systematically monitoring and evaluating your professional development events by collecting data and using it to improve future efforts.
PD Practice, Follow-Up	Reinforcement of information provided at the professional development event; intended to strengthen the transfer of learned strategies or skills so they will be retained and applied effectively.

Term	Definition
PD Practice, Market	A focused manner to sustain contacts and provide consistent services.
PD Practice, Sustain	The framework of a professional development program.
Recruitment	The act of attracting, engaging, assessing, and onboarding talent for work.
Rubric	An evaluation tool or set of guidelines used to promote the consistent application of learning objectives.
Self-Reflection	The practice of backing away and reflecting on your own experiences, realities, and effectiveness.
Skill Building	The process of learning new skills or information.
Strategy	A method or plan chosen to bring about a desired outcome.
Sustainability	The ability to last or continue for a long time.
Technical Assistance	Tailored guidance to meet the specific needs of a site or sites through collaborative communication between a specialist and the site(s). Assistance takes into account site-specific circumstances and culture and can be provided through phone, mail, e-mail, Internet, or in-person meetings.
Training	An instructional experience provided primarily by employers for employees, designed to develop new skills and knowledge that are expected to be applied immediately upon arrival or return to the job.
Vision	An aspirational description of what an organization would like to achieve and serves as a guide to choose current and future courses of action.
Workshop	An educational program for a small group of people that focuses on techniques and skills in a particular field that has long-term benefits.