**How to Develop Training for Battalion Chaplains**

**1.  Determine Training Needs.** The first step in developing effective training is to determine training needs. Consider the following to determine training needs: Chief of Chaplains Annual Training Guidance, unit mission, unit orders, unit METL, commander’s intent, commander’s lines of effort, and needs analysis based on observation/assessment of chaplains.

**2.  Consult the CHBOLC Smartbook.**  The [smartbook](https://usachcstraining.army.mil/documents/70971/0/CHBOLC%2BSmartbook%2BAUG18.pdf/6fd8aa02-35b2-4d10-bc93-4bb0ece518eb) provides an overview of training provided in the Chaplain Basic Officer Leader Course.  As such, it is a good, initial reference point to develop training for battalion chaplains.

**3.  Draft a Training Plan.**  Based on time allotted for training and resources available develop a training plan. Draft a training plan that is progressive in nature. For example – before training on the conduct of field religious services, conduct training in analyzing mission variables (METT-TC), reading an operations order, and staff coordination. The last three help ensure that the chaplain understands the environment and coordinates for conduct of a field religious service.

**4.  Develop Training Goals.**  Supervisors need to execute steps 6, 7, and 8 as applicable IOT develop appropriate training goals.  Example: “All battalion UMTs will develop a Tab-D, Religious Support for the upcoming exercise.”  Notice the goal defines an outcome, a Tab-D, and specifies who will produce it, all battalion UMTs.

**5.  Assign Training Responsibilities.**  Consider the following when assigning training responsibilities: the complexity of the goal, prior knowledge or skills of battalion UMT members, other mission requirements, resources (time, equipment, supplies, people, facilities) available for training, resources required for training, and other factors.  Complete the training plan by assigning training responsibilities (lead trainer/POC), providing a timeline, and resourcing the training.  A good timeline for training development will include a minimum of one IPR.  Leaders conduct IPRs IOT identify and resolve issues before training execution.

**6.  Consult Applicable Task(s) in Central Army Registry (**[**CAR**](https://atiam.train.army.mil/catalog/dashboard)**).**  Tasks are how the Army trains.  Persons responsible for training should consult tasks appropriate to the training.  A task serves as the basic guide for training and evaluation.  See the sample task (Plan Religious Support for Unified Land Operations) retrieved from the CAR.  The sample task includes highlights and notes to assist in the development of training.  With the task in hand, continue to step 7.

**7.  Consult Required References in Army Publishing Directorate (**[**APD**](http://www.apd.army.mil/)**).**  Tasks are how the Army trains.  Persons responsible for training should consult tasks appropriate to the training.  A task serves as the basic guide for training and evaluation.  See the sample task (Plan Religious Support for Unified Land Operations) retrieved from the CAR.  The sample task includes highlights and notes to assist in the development of training.  With the task in hand, continue to step 7.  See the [smartbook](https://usachcstraining.army.mil/documents/70971/0/CHBOLC%2BSmartbook%2BAUG18.pdf/6fd8aa02-35b2-4d10-bc93-4bb0ece518eb) for information on how to access tasks via the CAR.

**8.  Consult the Chaplain Corps’ IMI Storyboard as Applicable.**  The [IMI Storyboard](https://usachcstraining.army.mil/documents/70971/0/Chaplain%2BIMI-Storyboard.pdf/4d59e3e1-4d76-4696-a3db-c242855f27ed) is a great digital reference that covers [Memorials and Funerals](https://train.gordon.army.mil/chaplin/IMI%201%20Funerals%20and%20Memorials/chaplain_dr1/index.html), [External Advisement](https://train.gordon.army.mil/chaplin/IMI%202%20External%20Advisement/DR2/chaplain_dr2/index.html), [Religious Support Planning](https://train.gordon.army.mil/chaplin/Chaplain_DR3/chaplain_dr3/index.html), [Overview of Army Religious Support](https://train.gordon.army.mil/chaplin/IMI%204%20Religious%20Support%20Overview/DR%204%20Religious%20Support%20Overview/chaplain_dr4/index.html), and [Internal Advisement](https://train.gordon.army.mil/chaplin/IMI%205%20Internal%20Advisement/chaplain_dr5/index.html).  Additionally, the IMI contains training aids and examples of many key chaplain corps deliverables.

**9.**  **IPR: Identify Gaps in Information and Resources.** Prior to and during the IPR, the lead trainer and brigade chaplain identify gaps in the training.

**10.  Develop Interactive Training.**  Develop interactive training using the gathered information and resources.  Interactive training uses concepts like the Army Learning Model ([ALM](http://adminpubs.tradoc.army.mil/pamphlets/TP525-8-2.pdf)) to increase training value.  Interactive training eliminates lecture and minimizes PowerPoint. Interactive training makes the trainee responsible for growth and development. In this approach, the trainer resources and sets the stage for training and learning. The attached lesson plan and resources for Conduct a Memorial Ceremony is an example of training based on ALM.

**11.  Execute the Training.**

**12.  Evaluate the Training.**  Conduct an After Action Review (AAR) of the training. See the attached AAR format. Use the lessons learned from the AAR to improve future training.