Animal Fostering DD

Design Document

Training Title: Animal Fostering Training

Business Goal and Problem	**Business Problem:** Several counties in North Carolina have public shelters that fostering programs while many larger counties have very few public shelters w So, there is a need for more fostering programs state-wide. **Business Goal:** Best Friends Network Partners (BFNP) will provide the necessar information for the State of North Carolina to create a customized animal foster out in at least one public animal shelter in each county by December 1, 2025. Ac provided by the State of North Carolina to ensure that every public animal shelt foster program implemented by December 1, 2026.
Target Audience	The primary learners are the paid or volunteer staff members at each of the cou who will be in charge of creating and implementing the animal fostering progr shelter/facility. These learners will have a bachelor's or associate's degree, an in non-profit organizations, and building relationships with the community.

Learning Objectives	**Terminal LOs:**
	LO1: Explain the benefits of animal fostering to staff during training and recruit
	LO2: Implement steps to put foster procedures in place.
	LO3: Use the fundamentals to launch the program.
	LO4: Utilize fosters in processes and outcomes.
	
	Enabling LOs:
	Enabling LO1:
	An Overview of Foster Programming
	    ● What is a Foster Program?
	    ● Why Do You Need a Foster Program?
	Enabling LO2:
	    ● List of Standard Operating Procedures (SOPs)
	    ● Foster care manual
	    ● Foster agreement
	Enabling LO3:
	    ● What to include in initial and on-going fostering trainings
	    ● Tool kit basics
	    ● On-going engagement
	Enabling LO4:
	    ● Dog and cat adoption forms
	    ● Resources

Training Recommendation	**Delivery Method:** This training will be created as e-learning using Articulate Storyline. A job aid w reinforcement of the main learning objectives and quick guide for learners to t the job. **Approach:** The training will contain mini-scenarios primarily in the form of dialogues that i woven throughout the training, and at the end of the training module. Addition

	present the remainder of the training material consistently throughout.
Training Time	Training time will be 30 minutes.
Deliverables	The client will receive the published SCORM files, the e-learning Storyline sourc storyboard including the script and voice over narration, and a job aid.

Training Outline	**Welcome:** How to establish an animal fostering program at your shelter trainin partner and the State of North Carolina
	
	Navigation: This slide allows users to see the player features used in the trainin menu, resources, and more.
	
	Workplace scenario to present LOs: A conversation discussing the business pr course. The learning objectives are clearly stated at the end of the scenario:
	LO1: Explain the benefits of animal fostering to staff during training and recruit
	LO2: Implement steps to put foster procedures in place.
	LO3: Use the fundamentals to launch the program.
	LO4: Utilize fosters in processes and outcomes.
	
	LO1: Explain the benefits of animal fostering to staff during training and recruit
	● Introduction of Best Friends Network Partners
	   ○ Who they are
	   ○ What they provide
	● Overview of foster programming
	   ○ What is a foster program?
	   ○ Why do shelters need one?
	● Shelter Staff Orientation Talking Points
	   ○ Welcome & Introduction
	   ○ How foster programming enhances the shelter
	   ○ How fostering helps the animals
	   ○ How it benefits foster families
	
	Knowlege Check: Who benefits from each example?: Match the benefit with th
	
	LO2: Implement steps to put foster procedures in place.
	● The 5 essential steps to establish a strong and rewarding foster program
	   ○ Step 1: Have a clear mission
	   ○ Step 2: Identify a foster coordinator
	   ○ Step 3: Develop Standard Operating Procedures (SOPs)
	     ■ Supplies
	     ■ Basic medical care
	     ■ Contact
	     ■ Emergency medical situations
	     ■ Promotion
	   ○ Step 4: Create foster manuals
	   ○ Step 5: Write a foster agreement
	
	Knowledge Check: You're implementing a new foster program. Who are you g
	
	LO3: Use the fundamentals to launch the program.

- Recruitment: Introduction & Best Practices
  - Create marketing materials
  - Choose the animals you want fostered
  - Think outside the box
  - Decide who to recruit
    - Family fostering
    - Business fosters
    - Civic groups
    - Pet-friendly rental communities
    - Finder-to-foster
- Onboarding & Training
  - What to include in your initial and on-going training
  - Organizations that offer help in these areas
- On-going Engagement
  - Be available to foster caregivers; reach out
  - Gather photos and videos of pets from fosters to promote at the sl
  - Create a private Facebook page for fosters
  - Host annual parties or events
- Monitoring Retention
  - Ask questions internally to assess the program
  - Think about how to monitor retention
    - Transparency (with fosters)
    - Promptness of responses to fosters
    - Ask for feedback from fosters
    - Show your appreciation

LO4: Utilize fosters in processes and outcomes
- Facilitate the adoption process by providing tools and resources
  - Create adoption forms
  - Give foster families the shelter's adoption policies, procedures, etc
  - Create training for fosters
  - Fosters facilitate direct placements w/ step-by-step guidance
    - Step 1: Have a conversation
    - Step 2: A virtual meet-and-greet and QA session
    - Step 3: Arrange an in-person meeting
    - Step 4: Fosters complete the adoption contract or facilitate
- Provide a marketing tool kit that fosters can use to promote their animal
  - Create marketing materials that families can personalize
  - Provide an online course to teach families how to market their pet

Assessment: There will be a 5-question, scenario-based quiz here. The learners
5 questions correctly to pass the course. They have unlimited opportunities to t
pass with 80%.

Summary: After this training you should be able to: (then list LOs again):
LO1: Explain the benefits of animal fostering to staff during training and recruit
LO2: Implement steps to put foster procedures in place.
LO3: Use the fundamentals to launch the program.
LO4: Utilize fosters in processes and outcomes.
Congratulations: Congratulations! You now have all the tools you need to start
program. Short scenario-based conversation to end the training.

Assessment Plan	**Level 2 Assessment:** There will be a 5-question, scenario-based assessment tha[...] objective at the end of the training. Learners will need to score 80% to pass and [...] opportunities to take it. Learners will also be quizzed on knowledge gathered w[...] form of short 1 or 2 question Knowledge checks. These will also be scenario-bas[...]
	Level 3 Assessment: This high-level assessment will include follow-up interview[...] and foster program coordinators after the foster training program set-up is com[...] learning checks will include observing shelter employees and volunteers involv[...] fostering process. Surveys will be sent to foster caregivers to determine they re[...] information pertaining to the training, and assessors will examine training mat[...] fostering manuals, agreements, adoption forms and marketing samples.