Overview of Steps to Create and Deliver an OTN Learning Module

Set Direction

- Who are the learners? (roles, where they work, new hires, interest, need etc.)
- What's the topic? Why is this topic important (to them and to your organization)
- When will the training take place?
- Who will be involved in planning and delivering the training?
- Where will the learners be? Where will the instructor be?
- What technologies are appropriate to incorporate into the training?

Organize Event

- Book rooms. Book video systems and any other technology.
- Identify how learners will register and access technology
- Create promotional communication (poster, e-mail,...)
- Communicate event details to learners (e-mail, phone, OTN Learning Centre)

Design

- What will the learning experience look like?
- What do learners need to DO in their day-to-day work?
- What can they practice, discuss , think about in the training session?
- What do they need to know? What information do we need to share with them?
- How will learners interact with each other and the instructor over technology?
- How will you evaluate the training session? the learning into practice?

Map

- Create a detailed agenda and script.
- Ensure instructors' comfort with using technologies and strategies for engaging learners
- Develop handouts, job aids, checklists, etc.
- distribute any pre-work or supporting materials to learners

Deliver

- Ensure learners are able to see and hear the instructor and electronic content
- Engage remote and near learners.
- Evaluate experiences at the beginning, during and after the session (informal & formal)

InVizzen Knowledge Brokers Inc. 2015