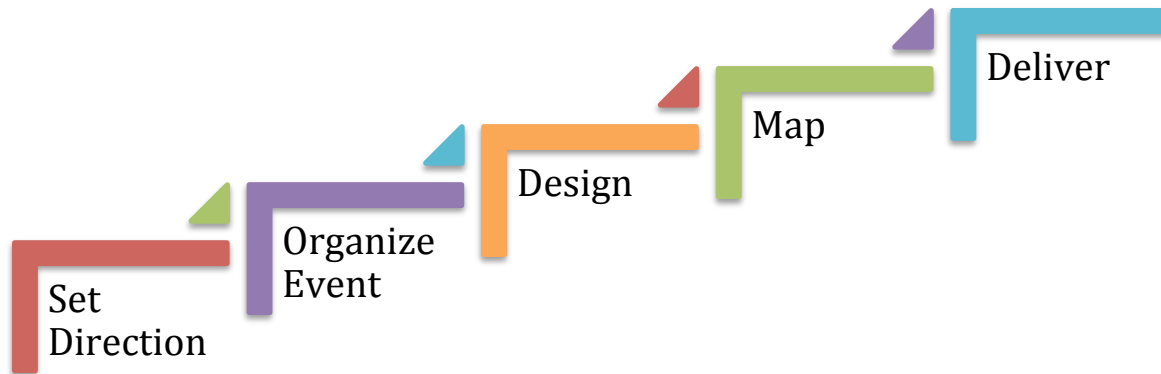


WORKSHEET

Phase: Set Direction



Why this phase is important

- Need to reflect and discuss to chart the overall course for the learning experience.
- Decisions made at this stage impact all the other phases.

Who do we need to include in this discussion? Who will be involved in planning and delivering the training?

	Impact on Learning Experience	Impact on OTN
<input type="checkbox"/> 1 LTCH takes accountability for offering the module to other homes <input type="checkbox"/> People who work through the whole process are the ones who deliver the training <input type="checkbox"/> A number of different people may organize the event and deliver the module once it is designed and mapped <input type="checkbox"/> Orientation and/or learning calendar is in place	<ul style="list-style-type: none"> • Agree on the process that will be used. • Skills needed. 	<ul style="list-style-type: none"> • Identify what technologies are appropriate to incorporate into training.

What's the topic?		
	Impact on Learning Experience	Impact on OTN
	<ul style="list-style-type: none"> Determine if it is a good fit for OTN technologies. 	<ul style="list-style-type: none"> How you promote the learning opportunity.

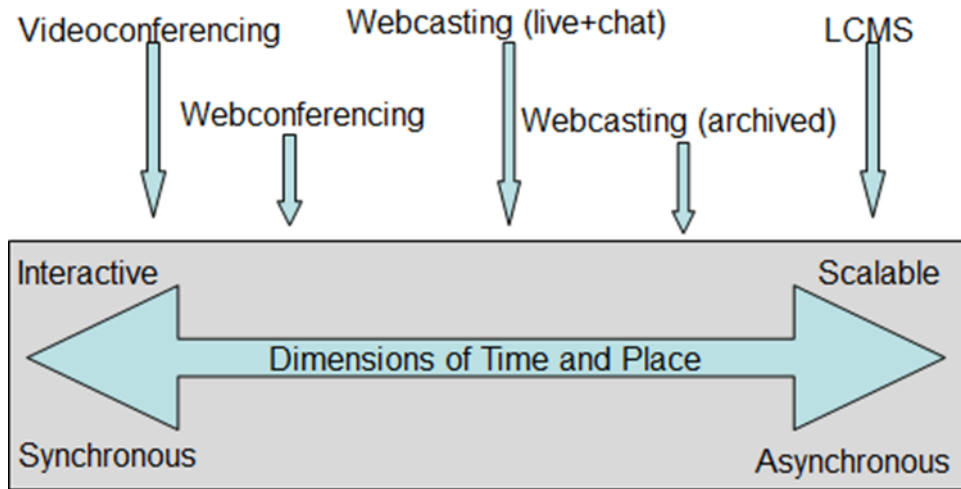
Who are the learners?		
	Impact on Learning Experience	Impact on OTN
Roles <input type="checkbox"/> Nursing <input type="checkbox"/> Allied Health <input type="checkbox"/> PSWs <input type="checkbox"/> Managers <input type="checkbox"/> Administrative Support <input type="checkbox"/> Housekeeping <input type="checkbox"/> Residents <input type="checkbox"/> Families <input type="checkbox"/> Volunteers <input type="checkbox"/> External service providers/vendors	<ul style="list-style-type: none"> Make it meaningful to their role. Clarify their accountabilities and how they collaborate with others. Use appropriate wording/terms and examples. Determine if 1 module fits all learners or need more than 1. May influence who offers the training module. 	<ul style="list-style-type: none"> Where are the learners located? (City/organization) Do they have an OTN video system at their site? Personal Video? Access to a computer with internet?
Experience of Learners <input type="checkbox"/> New hires <input type="checkbox"/> Experienced staff <input type="checkbox"/> Familiar with how to use OTN?	<ul style="list-style-type: none"> New skills. Change existing habits and attitudes. 	<ul style="list-style-type: none"> Who you invite to the learning opportunity. What support they may need to use OTN.
Where the Learners Work <input type="checkbox"/> Your LTCH <input type="checkbox"/> Other LTCHs	<ul style="list-style-type: none"> What's the process for having the map approved? Who will you collaborate with? 	<ul style="list-style-type: none"> How will people register themselves, their video system? How will you promote the event.

<input type="checkbox"/> Other Agencies <input type="checkbox"/> VTN <input type="checkbox"/> Geriatric Co-Operative Members <input type="checkbox"/> Grey Bruce Only <input type="checkbox"/> Other regions	<ul style="list-style-type: none"> • What information is generic to all homes/ settings and what needs to be tailored? 	
<p>Why is this topic important to the learner group (s) and others</p> <input type="checkbox"/> Mandated/legislated <input type="checkbox"/> Required by your LTCH policy <input type="checkbox"/> Response to specific problems <input type="checkbox"/> Quality of resident care <input type="checkbox"/> Personal Safety <input type="checkbox"/> Could save them time <input type="checkbox"/> Improve team work <input type="checkbox"/> Address a concern expressed by staff <input type="checkbox"/> Role/professional accountability <input type="checkbox"/> Improve quality of their work life	<ul style="list-style-type: none"> • Adults learn best when the training helps solve a specific problem they are interested in. • Use examples meaningful to them. 	<ul style="list-style-type: none"> • How you promote the learning opportunity.

When will the training take place?		
	Impact on Learning Experience	Impact on OTN
<input type="checkbox"/> Orientation/Learning Calendar <input type="checkbox"/> Scheduled as needed <input type="checkbox"/> Match to new hire orientation schedule <input type="checkbox"/> Match to annual refresh training schedule	<ul style="list-style-type: none"> • Time to design and map • Availability of instructor and learners 	<ul style="list-style-type: none"> • Book Rooms and Video systems • Reserve any additional technologies. (projector, webcast, phone, etc.)

Think about your Direction and consider what technologies you want to incorporate into the learning experience:

Information Communication Technologies at OTN



Your Notes

