



You want to use online training: Now what?  
Training Development and Instructional Design

# Online Training

PARMA 2015

## Design

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**Key points:** 1) **Develop training materials** that enhance learning 2) **Deliver your course** based on target audience needs 3) **Design your course** around objectives

### Design Notes

✓ How do we learn?	✓ Who is your audience?	✓ Is online the right option?
✓ Options for online development?	✓ What should learners be able to do?	✓ Who is your audience?

**Notes:**



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## Develop

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**Key points:** 1) **Determine instructional design process** that best suits your needs 2) **Adjust your design process** as needed 3) **Follow standard guidelines** for course development

### Develop Notes

✓ What are instructional design approaches?	✓ What development approach does our team use?	✓ What authoring tools are available?
✓ Why use outlines, blueprints and storyboard?	✓ How important are the review and revise cycles?	✓ What guidelines should be followed?

**Notes:**



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## Launch

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**Key points:** 1) **Involve LMS administrator** in your project planning 2) **Discuss LMS functionality** and determine needs for your course 3) **Include time for thorough testing** and test often

### Launch Notes

✓ Perfect world vs. real world?	✓ When should you involve your LMS administrator?	✓ How do you want your course to function?
✓ Can you predict the future?	✓ What functionality and support is available?	✓ How important is testing?

**Notes:**