

## **SMART LEARNING DESIGN**

## FOR SMART LEARNING YOU NEED TO MATCH ...



## 1. CORPORATE LEARNING

Workforce planning
Key positions, succession
Desired skills and competency set
Capability building skills
Training standards, tools,
offering

## 2. INDIVIDUAL NEEDS

Goals and objectives
Competency set
Strengths, weaknesses
Education
Experience
Potential
Performance

## **LEARNING JOURNEY**

Standard learning units (onboarding)
Learning opportunities (education,
training, projects, exposure, jobs,...)
Prioritisation
Time line

## ? DOES YOUR CURRENT LEARNING OFFERING HAVE ...



## **Relevant Topics**



# Great learning experience



# Ability to apply and execute

### Hot in the market

Everything digital (sales, marketing, operations, ...)
On-line capability building
Technology driven topics

Top quality, experienced instructors

Simple and short theory units

### Available from A - Z

Agile project management **Business** presentations Building online capability Customer journey mapping Digital transformation Enterprise data strategy **Economic modelling** Human resource management Lean Sigma/Jump-start Managing remote workforce Sales excellence, b2b Strategic workforce transformation Talent management Zero-based Budgeting ... and more

Interactive and engaging

Get certified as successful practitioners

environment, and lots of practical examples

Cases from work

Role play, discussion and feedback, even online

Learn at your own pace

**Learning by doing** 

Online collaboration, communication, community, partnership

## ? IS YOUR LEARNING OFFERING ....



### **BESPOKE**

and enhanced course content, aligned to your organisation's needs and learning and branding guidelines.

### **SHARING**

Support learners to share and learn through team activities and collaborative experience.

## **INSIGHTFUL**

Monitor course progress, completion and performance for different types of learners and instructors.

### **CONNECTED**

and integrated with your other systems. Connect with Google Apps, MS Office 365, Teams, Zoom, WebEx.

## **ENGAGING**

and seamless eLearning experience, easy to use for learners, instructors, and producers.

### **VERSATILE**

Any time, anywhere on all mobile devices.

Plug-ins for specific requirements (SCORM, user data upload, etc.)

**SAFE and PROTECTED** 

## TO TAILOR, NEEDS ANALYSIS IS VITAL ...



## Learning objectives

## Situational analysis

## Best practice

## Content development

#### **Documentation**

**RELEVANCE** 

Clarity in concepts of competencies, level of skills needed

Consistency in skills definitions.

Gap analysis

Validation of skills in specific critical situation Find importance and relevance of situations Cover as much ground as Find, establish and disseminate efficient business practices

Create accessible data of what works, what doesn't

Pilot with target audience

Feedback and improvement

Validation with Business Directors

Easy online LMS access for developers, trainers, participants

**DESIGN** 

Define competencies along a scale of complexity For each block of Business Management, People Management, Self Management Template

**Critical Incidents Reports** 

**Use-cases** 

possible

Case-lets

**Template** 

Best practice sharing (on/ offsite)

Coaching

**Template** 

For business clients, participants, trainers

Definition and overview Current thinking Format (online, blended, F2F) Didactics

**Template** 

Learning objectives catalog
Critical incident evaluation
Cases, analysis, solutions, role play
Best practice sharing Lectures







Content	<ul> <li>Document must give a basic definition and overview of the topic</li> </ul>
	Captures current thinking on the topic
	<ul> <li>Well-written (e.g., grammar, spelling, parallel construction</li> </ul>
_	<ul> <li>Documents should be reviewed by module owner and, for core documents, a knowledge board representative</li> </ul>
Structure	<ul> <li>Structured with a logical flow around a value proposition of application perspective that breaks content into digestible pieces</li> </ul>
	<ul> <li>Enables user to easily locate place when working within the document</li> </ul>
Format	<ul> <li>A5 learning log format with key slides and space for notes</li> </ul>
	<ul> <li>Employs consistent use of fonts, text sizes, colors, etc.</li> </ul>
	<ul> <li>Summary of key messages/reminders</li> </ul>
Didactics	<ul> <li>Materials must have sufficient examples, exercises, and cases to ensure depth of training</li> </ul>



OWNERSHIP

CHIEF LEARNING OFFICER

**BUSINESS DIVISION** 

VLP BUSINESS DIVISION

CHIEF LEARNING OFFICER CHIEF LEARNING OFFICER

## .... AS IS THOUGHTFUL DESIGN FOR DELIVERY



## INSTRUCTIONAL DESIGN DOC

Context: purpose, objectives

Requirements: standards, timelines, cost, business case

Course objectives, performance goals

Learning requirements: audience profiles, learning environment

Development tools: CMS, LMS, authoring tools

Content break-down by courses, modules, screens, time

Course structure: modules, slides per module, duration, sequencing

Instructional strategy: presentation patterns, media, audio, visuals, methodologies (VILT, blended, micro, coaching, team, ...)

Assessment strategy: formative, summative, testing, certification, project

Project sign-off sheet to all



#### **TECHNOLOGY**

Select appropriate online learning and interaction platform

Content Learning Management (CMS) or Learning Management system (LMS)

Interaction tools: Teams, Zoom, Skype, white label web tools, links to external: Facebook, LinkedIn

Checklist on must-haves

Data-Base

Data privacy and security

**Business case** 

Show case

Approval



#### **PROTOTYPE**

Create all instructional elements: screens, visuals, audio script; colours images, animations, interactive elements, tests, feedback mechanisms No audio (later; hardest part)

Work with the CMS or LMS

Work according to SCORM or xAPI standard

Approval



#### **REVIEW**

Review, making changes to content and narration

Create final audio script and produce in sync with onscreen text and animations

Submit to stakeholders with audio

Approval



#### **LMS VERSION**

Check xAPI or SCORM

compliance Adapt according
to standard

Host on learning platform

Host on learning platform
User acceptance test

Approval

## DO YOU PLAN FOR INDIVIDUAL EMPLOYEE NEEDS?



1 Pu

#### **SELF ASSESSMENT**

Purpose (values, goals in life)
Personal life stage (age, family, social environment)
Skill-/Will set (business, people, self, technical, behavioural, motives, engagement)

3

#### **GAPS**

Strengths
Improvement
areas
Self vs external perception

2

#### **DATA**

Job requirements 360 Feedback from colleagues Performance review from boss Education and training log Experience, job history 4

#### **GROWTH POTENTIAL**

for

Business leader, manager, team leader, professional expert, project manager, ...

5

## LEARNING OPPORTUNITIES AND OFFERING

New position, project, exposure, country, city, subject matter, expertise, onboarding, ...

Supported by formal and informal training and education

6

### PERSONAL PERFORMANCE AND CAREER PLAN

Main objectives Career expectation Performance level expectation Skill level expectation



## IS YOUR LEARNING OFFERING VERSATILE?





Engaging through an exceptional and relevant learning experience Learner-centric design and business aligned objectives



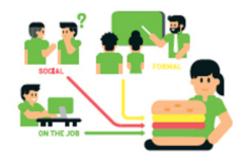
Empowering, personalised and self-directed Learner drives his/her own development, and learning fits individual needs (one size fits one)



Hyper-connected with analytics everywhere Connected and targeted learning to drive effectiveness (that is measured)



**Ubiquitous, just in time, ondemand and in context** Learning supports performance on the job, in relation with specific activities and problems. Small learning assets accessible anytime, from anywhere



A blend of social, experimental, formal and informal The right format for the right purpose, mixing formats makes learning more effective



A continuous learning behaviour Promoting inquiry, exploring and doing, creating a learning culture

## FOR ANSWERS, PLEASE GET IN TOUCH





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