

ttcinnovations

TRAINING PROGRAM

Design Toolkit



Learning Pathways

Checklist



Use this checklist as a guide to designing a learning pathway that aligns with your learners' needs and organizational goals.

Step 1: Assess Learner Needs

- Identify Learner Demographics:** Collect data on age, roles, educational backgrounds, and prior knowledge.
- Conduct Skills Gap Analysis:** Utilize surveys, interviews, and performance data to pinpoint necessary skills development.
- Understand Learner Preferences:** Determine preferred learning modalities (visual, auditory, kinesthetic) and technologies through surveys or focus groups.
- Consider Environmental Factors:** Evaluate workplace environments, technology availability, and time constraints that could influence learning.

Step 2: Define Learning Objectives

- Align with Business Goals:** Ensure objectives support overall business strategies and outcomes.
- Use SMART Criteria:** Set objectives that are Specific, Measurable, Achievable, Relevant, and Time-bound.
- Consult with Stakeholders:** Collaborate with department heads, managers, and learners to refine objectives.
- Prioritize Objectives:** Organize learning objectives by business priority, learner needs, and potential impact.

Step 3: Determine Appropriate Content Types

- Match Content to Objectives:** Choose content types that effectively facilitate learning objectives.
- Consider Learner Engagement:** Opt for formats that engage your specific learner preferences and demographics. Consider including a variety of modalities to drive engagement.
- Evaluate Existing Content:** Survey existing suitable materials that may supplement or enhance the learning pathway such as free or subscription content, articles or blog posts, or certifications.
- Evaluate Content Accessibility:** Ensure all content is accessible, accounting for disabilities and tech limitations.
- Balance Cost and Impact:** Weigh the financial and logistical aspects of content creation against its educational value.
- Plan for Scalability:** Ensure that the content can be scaled and adapted as organizational needs evolve.

Step 4: Validate and Iterate

Pilot Test: Roll out a pilot session with a small representative group to test content and methodologies.

Gather Feedback: Use various methods to collect feedback on content effectiveness and learning experiences.

Iterate Based on Feedback: Adjust the training program based on the feedback to better meet objectives and learner needs.

Monitor and Evaluate: Continually assess the program's impact through analytics and adjust as necessary.

Content Format

Considerations Worksheet



Use this worksheet as a guide to help determine the format of your training deliverables. First, review the format options available. Then, use the evaluation criteria to help you determine the best format.

Format Options

Video

Pros: Engages visual and auditory learners and can be accessed asynchronously. There are several popular video creation tools available that make it easy to create explainer or informational videos. These videos can be highly popular and a cost-effective format for business.

Cons: Depending on production needs, high-end production can be costly, and video itself offers limited interaction (push vs. pull).

Specific Considerations:

Is there a need for high production quality? How will accessibility features like subtitles be incorporated?

Interactive e-Learning

Pros: Drives learner independence, high interactivity, personalized learning, and moment of need.

Cons: Requires technological infrastructure such as LMS/LXP, potentially higher initial development costs, and timelines.

Specific Considerations:

What level of interactivity is necessary? Are there existing platforms that can be leveraged?

Instructor-Led Sessions

Pros: Direct immediate feedback, lower development costs, and quicker timelines.

Cons: More challenging to scale, higher logistical costs if being offered in person.

Specific Considerations:

What qualifications should instructors have? How can sessions be made interactive? If in-person what are the site logistics (room size, number of participants, technology available), interaction with instructors and other participants provides lots of opportunities for engagement,

Blended Learning

Pros: Combines the best elements of other formats, offers flexibility, and creates the best opportunity to meet the needs of various learners by offering a somewhat tailored learning experience.

Cons: Requires careful coordination, potential complexity in implementation.

Specific Considerations:

How will the different formats be integrated? What is the role of each format in the learning journey?



Use this worksheet as a guide to help determine the format of your training deliverables. First, review the format options available. Then, use the evaluation criteria to help you determine the best format.

Format Evaluation Criteria

Learning Objectives Alignment

- How closely does this format align with our key learning objectives (knowledge transfer, skill development, behavior change)?
- What is the potential for this format to facilitate complex concept delivery and skill practice?

Audience Considerations

- What are the demographic characteristics of our audience that might affect their learning preferences (age, job role, industry)?
- How familiar is the audience with digital learning tools, and how does this influence their format preference?
- What technology platforms does the audience have access to? How will they be engaging in the learning?

Budget and Resources

- What are the initial and ongoing costs associated with developing, implementing, and maintaining this format?
- What specific technical, human, or time resources are needed to launch and sustain this format effectively?

Engagement and Interactivity

- What interactive elements can be integrated into this format to enhance learner engagement (e.g., interactive polls, simulations)?
- How does this format support active learning and collaboration among participants?

Scalability and Flexibility

- How well can this format be scaled up or down based on the number of learners without significant incremental costs?
- Is this format adaptable to future changes in training content or to different learning environments (e.g., remote vs. in-person)?

Measurement and Feedback

- What mechanisms does this format provide for assessing learning outcomes and gathering feedback?
- How does this format support the continuous improvement of learning content based on learner performance data?

Engagement Boosters Guide



Use this guide as you create your training program. Review each section and take note of any creative strategies you may want to use to enhance learner engagement in training programs.

1. Gamification Elements

Gamification can transform learning by making it fun and competitive. Here's how to effectively integrate these elements into your training:

Points and Leaderboards: Assign points for course activities and display top performers on a leaderboard to drive competition and reward progress.

Badges and Achievements: Create badges for completing significant milestones or mastering specific skills to provide recognition and motivate continuous learning.

Challenges and Quests: Design challenges or missions that learners can complete to earn rewards. These should align with learning objectives and encourage practical application.

Interactive Scenarios: Incorporate role-playing elements where learners make decisions that influence the outcome, enhancing engagement through interactive storytelling.

2. Peer Learning Opportunities

Leveraging the collective knowledge and experience of the group can greatly enhance learning outcomes. Here are a few key strategies:

Discussion Forums: Set up moderated forums where learners can pose questions, share insights, and discuss real-world applications of training content.

Group Projects: Facilitate group projects that require collaboration to solve problems or develop presentations, fostering teamwork and practical application of skills.

Peer Review Sessions: Organize sessions where learners critique each other's work and provide constructive feedback, enhancing learning through exposure to diverse perspectives.

Social Learning Platforms: Use social media or dedicated platforms to create a community around the training program, enabling informal sharing and learning.

3. Real-Time Feedback Mechanisms

Immediate feedback helps learners correct mistakes and reinforce learning. Implement these mechanisms to provide timely and constructive feedback:

Instant Quiz Responses: Incorporate quizzes with automated feedback that explains why an answer is right or wrong, helping learners understand and remember concepts.

Live Polling: Use live polls during instructor-led sessions or webinars to gauge understanding and make sessions interactive.

Feedback Loops: Design courses to include frequent checkpoints where learners can receive input from instructors or automated systems based on their progress.

Performance Dashboards: Develop dashboards that provide learners with ongoing visual feedback on their achievements and areas for improvement, encouraging self-directed learning.

Engagement Boosters Guide



Use this guide as you create your training program. Review each section and take note of any creative strategies you may want to use to enhance learner engagement in training programs.

4. Case Studies and Real-World Applications

Connecting learning to real-world scenarios enhances relevance and engagement:

Interactive Case Studies: Use multimedia case studies that allow learners to explore different outcomes based on their decisions.

Simulations: Implement simulations that mimic real-world challenges relevant to the learners' roles, providing practical experience in a risk-free environment.

Expert Webinars: Regularly feature guest speakers or industry experts who can provide real-world insights and answer questions live.

5. Personalization and Choice

Offering personalized learning experiences increases engagement by catering to individual preferences and needs:

Learning Paths: Allow learners to choose their own learning paths based on their career goals and interests.

Adaptive Learning Technologies: Use technologies that adjust the difficulty level of material based on the learner's performance.

Content Choices: Provide multiple formats for content consumption (audio, video, text) to accommodate different learning styles.

