

Level UP Training MASTER CLASS

Course Outline - Phase 1

Setting You Up for Success!

- Help your trainers confidently and independently engage in a needs' discovery analysis with key stakeholders.
- Give your trainer the use of a repeatable process, templates, and tools for designing and building powerful learning content.
- Establish trainer confidence in building learning activities that align with learning goals and meet learners needs.
- Get your trainers real-time coaching and feedback on their facilitation techniques and approach.
- Build your trainers' and SME's leadership and presentation skills for the future.
- Save cost on bringing in outside consultants to build your training programs.

PHASE 1: How to Assess, Design, and Develop Leading-Edge Training Workshops

Program Learning Outcomes:

- Perform an effective and thorough needs analysis
- Map out learning content that meets clear learning objectives
- Design content and activities with an understanding of how adults learn
- Build evaluation and measurement methods
- Create design documents for your programs or workshops
- Design Presentation, Feedback and Coaching

Session 1: Performing a Needs Analysis

- What is a needs analysis and why is it important
- Knowing what questions to ask
- Digging into the why

Session 2: Understanding Adult Learning Principles

- Recognize the various learning styles and how to modify approach when necessary
 - What do we know about how adults learn?
 - The path for most effective learning
 - Doing a learner analysis
 - Identify barriers to learning
 - An introduction to processing and learning styles
- Choosing the right learning approach

Session 3: Setting Learning Goals, Objectives, and Measures

- Identify instructional methods and design that meet the needs of the learners
 - Learn how to create learning goals that lead to success

- Walk through an instructional design and method process to learn how to develop learning materials
 - Define learning objectives
 - Outline a task list and steps
 - Identify micro-learning opportunities

Session 4: Designing Evaluation and Content Delivery Methods

- Understanding the four levels of evaluation and how to build them into every program
- Determine what content should be live and what can be offered in an eLearning course

Session 5: Building Content and Activities that Support Learning Goals

- Designing activities that meet learning objectives
 - Pair share
 - Crowdsourcing ideas
 - Role plays
 - Case studies
 - Simulations
- Learn how to select the right instructional method
- How to build in learning transfer using micro-learning techniques
- Understand when it's appropriate to use job aids

Session 6: Preparing a Learning Design Document

- Complete a Learning Design document for a current project

Coaching Sessions: Design Doc Review, Coaching and Feedback. 90-minute sessions.

- Learners will present their design doc and receive one on one coaching and feedback.
- **Four learners** to present per sessions. All learners invited to participate.
- Q and A

Your Go-To Repeatable Templates and Tools Included in Phase 1:

- Needs Discovery and Alignment Template
- 5 Levels of Evaluation Methods Infographic
- Top 10 Activities to Make Training Stick
- Observer Activity Feedback Form
- 18 Proven Ways To Transfer Learning
- Corporate Training Workshop Blueprint
- Learning Design Document Template

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