

# 4 KEY STEPS TO MOVE TRAINING ONLINE

How to quickly move in-person training to online experiences

Companies are hastening the move to online training and development. In-person workshops that were never up for debate, are now being taken online. If your in-person training has been sidelined, here are **four steps** to quickly move your in-person training to an online experience – with similar, if not better, results.

## 1 STRETCH LEARNING OVER TIME

1-DAY  
IN-PERSON  
WORKSHOP  
**20 PEOPLE**

Break up the agenda for a one- or two-day workshop into pieces, with deadline-driven online activities over two to six weeks – and no more than two hours of learning per week.

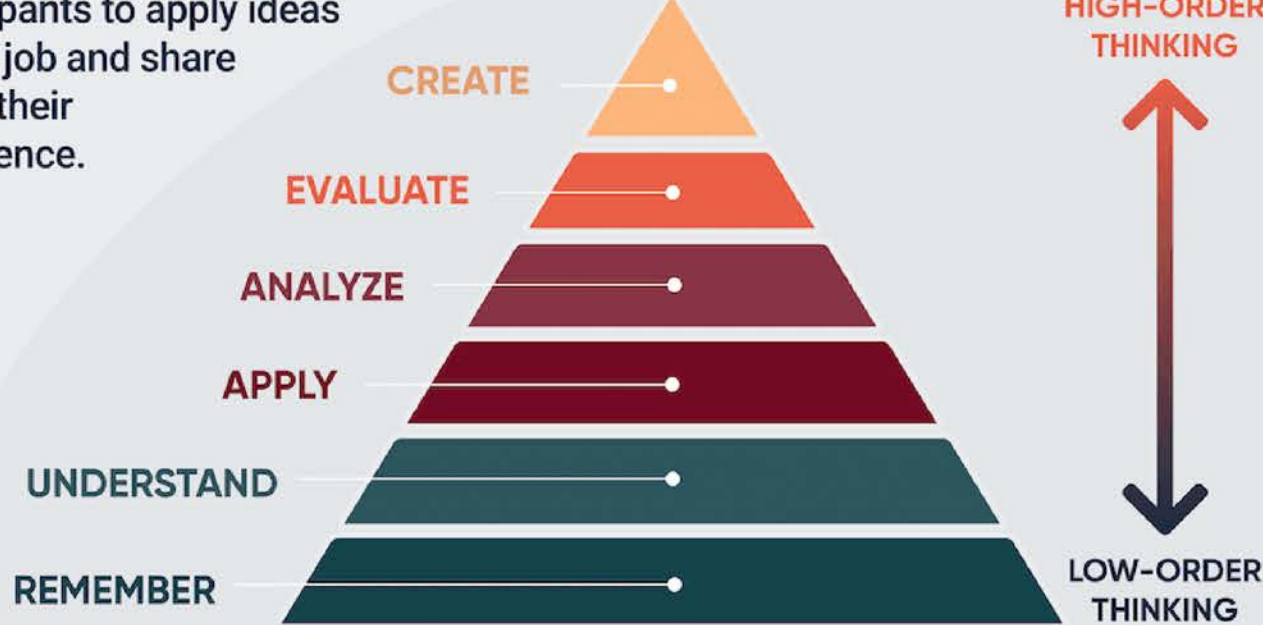
3-WEEK  
ONLINE EXPERIENCE  
**80+ PEOPLE**

Retention is higher as learners have time to absorb the content in smaller chunks and discuss concepts with peers.

## DESIGN FOR APPLICATION

2

Connect concepts to the real world: Authentic learning activities based on higher-order thinking allow participants to apply ideas on the job and share about their experience.



Deeper learning comes from doing rather than simply consuming information.

## 3 CURATE & CREATE CONTENT

Think videos, articles, podcasts, infographics, powerpoints, ebooks, web conferences, and more. Leverage pre-existing content and combine it with your own content for a more personal, branded experience.



### CURATION

Leverage pre-existing content:

- ✓ LinkedIn Learning
- ✓ Articles
- ✓ Podcasts
- ✓ Infographics



### CREATION

Easily produce personalized content:

- ✓ Videos
- ✓ Slides with audio
- ✓ Edited webinar recordings

Film videos on a smartphone, or record audio over a presentation deck or screencast. Then, break it into short videos.

Online learning expands your content options and accommodates different learning styles.

## INCORPORATE SOCIAL LEARNING

4

Research shows that social learning leads to higher achievement, productivity, and a sense of belonging.

### Establish protocols for virtual social learning



Practice & apply skills



Collaborate in groups



Get feedback from peers



Connect with mentors & coaches

Learning together results in higher achievement and productivity, fosters more committed professional relationships, and creates a sense of belonging.

Retain the social elements of in-person workshops with intentionally designed activities and tools including group assignments, breakout discussions, and peer feedback.

## THE PROCESS AT A GLANCE

To get an idea of what quickly moving your in-person training to an online experience might look like, here is an example of a rapid learning design sprint.

### WEEK 1: DESIGN

- ✓ Decide on a format and build on it - some examples:



#### VIDEO SERIES

90-minute video lectures with icebreakers and discussion in between



#### BLENDED

• Kickoff webinar  
• Resources & activities for your job  
• 2nd webinar  
• Final activity/feedback  
• Final webinar



#### FULLY SOCIAL ONLINE EXPERIENCE

Incorporate group projects, collaboration, and coaching

- ✓ Cast a wide net to look for existing content you can incorporate

- ✓ Draft a script for a video featuring an executive sponsor

### WEEK 2: FINALIZE

- ✓ Select the top five existing resources
- ✓ Collect feedback on the drafted script and set aside time to film the video
- ✓ Design learning activities around curated content and new video

### WEEK 3: LAUNCH

- ✓ Enroll learners
- ✓ Initiate facilitation plan
- ✓ Share program goals and expectations for completion

### ONGOING

- ✓ Monitor engagement data
- ✓ Iterate on course design based on feedback
- ✓ Celebrate and share exemplary work