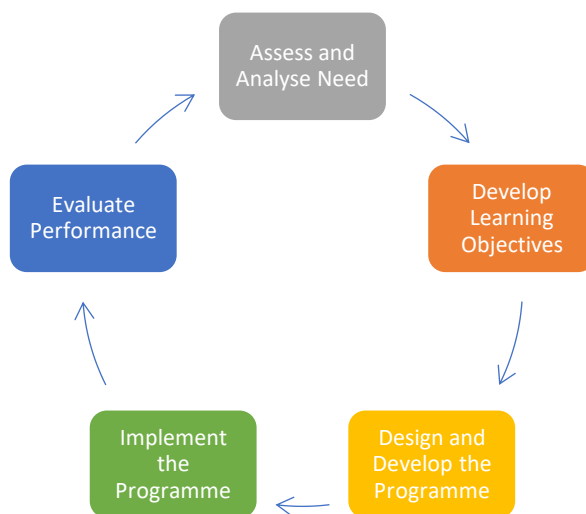


A Short Guide to Developing Online Training

Please use this document in conjunction with the West Riding Webinars Support Request Form.

Further detail about all aspects of the process may be found in the “*Online Training Guidance*” document, available from the Provincial web-site or from the WRWVG team. The West Riding Webinars Management Group (WRWVG) team is available throughout the process for help and advice.



1. Assess and Analyse Need

What do you want learners to get out of it? You may have a clear idea already about what your audience should be getting out of the session. You may already have identified that there is a gap in their knowledge or skills. However, it maybe that it is not so clear as to what the learning need is. You may wish to survey your potential audience to ascertain what difficulties they are experiencing, or what they perceive to be their lack of knowledge or skill. Your audience may well ask “what’s in it for me”. You may be clear as to what you see as the need for the training, but you also have to engage your audience. If you have conducted a survey, your audience may be giving clear answers to that question.

2. Develop Learning Objectives

Once you have identified what the learning need is, you will need to look at what the aim and objectives for your session are.

An “aim” should

- Meet the needs of learners and the organisation.
- Indicates to all concerned what the training is intended to achieve.
- More than just a title.
- What the presenter intends to achieve.
- Only one per session.

Objectives should

- Be a set of simple steps that follow a logical sequence.
- Linked to the Aim
- Indicate the learner’s development through the session.
- Be able to be observed and measured.

3. Design and Develop the Programme

Once you have established your Aim and Objectives you will now be ready to work with WRWVG to decide the best methods of delivering them. These may include live webinars, live briefings, training videos, live workshops and breakout rooms.

4. Implement the Programme

You are now ready to “go live” assisted by the WRWVG team.

5. Evaluate Performance

Having spent a lot of time and effort into preparing your session/s you will want to evaluate their success. This can be done by conducting surveys at different times: immediately after the event, soon after the session, and over a longer time period.