



p3 eLearning Solutions

Next Steps for Course Development

**Steps for
Organizing
Professional
Development
Courses**

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Step One: Create Teams



Learning Team

The Learning Team comprises staff members from various departments, reflecting diverse demographics in terms of tenure, age, educational background, and job positions. This diverse composition ensures a robust representation of the workforce, enhancing the effectiveness of course creation and implementation.

During the analysis phase, this team convenes as a platform for their perspectives to be heard, making valuable contributions to the success of the course development process.

Furthermore, in the Implementation Phase, the team reconvenes to beta test the course, offer constructive feedback, and evaluate what aspects performed well and what requires revision.

Beyond its immediate role, the Learning Team also plays a pivotal role in fostering a positive atmosphere for professional development and driving the desired organizational change that prompted the course's creation.



This collaborative effort benefits the organization on multiple fronts: it keeps staff feeling valued and appreciated, while also identifying potential leaders within the company.

Step One: Create Teams



Decision Team

This group comprises leaders, stakeholders, and subject matter experts who play a direct role in the course development process. Their responsibilities encompass reviewing and approving the designed content, serving as representatives of both the organization and the learning needs, and actively contributing to the development efforts..



Step Two

ADDIE:

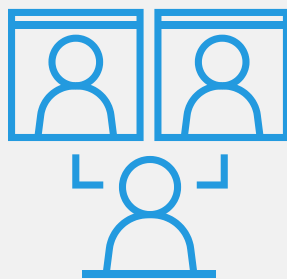
Analysis

Phase

During this initial phase, we embark on a comprehensive exploration, delving into the learning needs and objectives of both our target audience and the organization.



Our activities encompass the completion of the Client Discovery Form, conducting a thorough needs assessment to pinpoint specific skills and knowledge gaps, defining clear instructional program objectives and desired outcomes, analyzing the distinctive characteristics and preferences of our learners, and judiciously factoring in constraints such as time, budget, and available resources.



Employees



Organization



Design Phase

Step Two: ADDIE

In the design phase, our focus is on crafting a comprehensive plan for the instructional materials, encompassing content, assessments, and delivery methods. This involves developing learning objectives that seamlessly align with the insights gathered during the analysis phase, meticulously designing instructional content, including the formulation of lesson plans, activities, and assessments. Additionally, we strategically determine the most effective instructional strategies and methods for delivering the content, while concurrently crafting a cohesive blueprint or storyboard that meticulously outlines the structure of the course or module.



Step Three: **Development** **ADDIE** **Phase**

In the development phase, our primary focus is on the tangible creation of instructional materials and content, in strict accordance with the meticulously crafted design plan.

This phase involves the active development of course materials, including but not limited to presentations, videos, e-learning modules, and printed materials, all while concurrently generating assessments, quizzes, and various other evaluation tools essential for the learning experience.

As the final step in this phase, we systematically assemble all the components of the course or module, ensuring a seamless and cohesive educational product.



Step Four: ADDIE

Implementation Phase



During the implementation phase, the focus is on delivering the instructional program to the learners or participants, putting theory into practice.

Key activities include conducting pilot testing with the Learning Team to identify and address any issues or improvements required for a smooth rollout. Additionally, instructor or facilitator training is a critical element, ensuring they are equipped to effectively deliver the program to learners.

Adequate support and resources are also provided to learners as they engage with the materials, ensuring a successful and supportive learning experience.



Step Five: ADDIE Evaluation Phase



The final phase encompasses assessing the instructional program's effectiveness and implementing essential revisions for improvement.

This stage involves conducting formative evaluations at various points in the instructional process to collect valuable feedback and insights.

Summative evaluations are carried out to measure the attainment of learning objectives. Analysis of the evaluation data is then conducted to pinpoint specific areas requiring enhancement.

Subsequently, instructional materials and the program itself are revised and updated in accordance with the evaluation results, ensuring continual improvement and effectiveness.