

Course Development: Fast, Sound, Repeatable

This four-hour or eight-hour course development workshop will present nine steps in developing training course materials — leader guides, participant manuals, audio-visuals, job aids, and administrative information. With this approach, workshop participants will reduce their course-development time through an effective, repeatable process that ensures a quality course delivered either in the classroom or online.

Key Objectives

- Organize the project to include all components simultaneously
- Collect, review, and organize "raw" information to be incorporated into the course
- Storyboard the entire course in one quick sitting
- Expand the outline into a complete script
- Edit for clarity, eye appeal, and quick access

Who Should Attend

Course developers and designers, training managers, technical experts assigned to develop training programs

Materials/Texts

Participants will receive a manual containing key principles and exercises to practice each concept. They will also receive the book *E-Writing: 21st-Century Tools for Effective Communication* (Simon & Schuster/Pocket Books) by Dianna Booher.

Class Size

Up to 15 participants