

Soft-Train



*At Soft-Train
Technology Works*

E-Learning 2.0

Proven Practices and Emerging Technologies to Achieve Real Results (2 Days)

COURSE GOAL: The good, the bad, and the ugly regarding e-learning and how to make it work for any company.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Better communicate with management.
- Present your initiative to get funding and approval.
- Evaluate new and emerging technologies to see if they will power your initiative.
- Evaluate current courses to see if they are effective.
- Add new technologies to provide better learning.
- Understand what vendors are talking about so that you make the best technology decision.
- Better integrate training needs with business direction.
- Evaluate training initiatives.

KEY TOPICS:

I. The Business Calculations and Business:

- A. The Goal of Training
- B. A Simple Example of Return-on-Investment
- C. How to Measure and Evaluate Training
- D. Identifying Your Audience
- E. Biggest Mistakes in Top-Down "Command" and Bottom-Up Implementations
- F. Bottom-Up Mistakes
- G. Getting Buy-In From Trainers, Employees, and Subject Matter Experts
- H. Where e-Learning Fits In

II. e-Learning Strategies:

- A. Five Stages of Adopting New Technologies
- B. Five Developmental Stages of Web Sites
- C. Five Developmental Stages of Web Courses
- D. Fundamentals of Creating on the Web
- E. The Characteristics of Good e-Learning
- F. Current State of Web Courses

III. Types of e-Learning:

- A. Types of e-Learning
- B. Creating Effective Synchronous e-Learning
- C. Rapid and Traditional Asynchronous
- D. Projects That Are Best Suited for Traditional Versus Rapid

- E. What Traditional and Rapid e-courses
- F. Tools

IV. Web 2.0:

- A. The Basics of Web 2.0
- B. Application Services
- C. The Tail
- D. Mashups
- E. Enlisting End Users to Add Value
- F. “Intel Inside”
- G. Providing Services Above the Level
- H. Social Networking

V. Part V – Web 2.0 Technologies:

- A. Web 2.0 Technologies
- B. Rich site Summary
- C. Podcasts
- D. Web Techniques
- E. HyperText Markup Language (HTML)
- F. Web 3.0 123

VI. Web 2.0 Trends for e-Learning:

- A. Web Trends and e-Learning 2.0
- B. Application Services
- C. The Tail
- D. Harnessing End Users to Add Value
- E. Microcontent
- F. Providing e-Learning Services Beyond the PC
- G. The “Intel Inside” Approach
- H. New Technologies
- I. What a 2.0 Course Looks Like

VII. Components of an Effective Course:

- A. Length of a Course
- B. Layout and Course Organization
- C. Presentation Options for content Pages
- D. Why Test Learners?
- E. Certification Testing
- F. Tips for Writing Test Questions

VIII. Graphics and Multimedia:

- A. Computer Graphics
- B. Web Graphic Formats
- C. Choosing File Formats for Web Graphics
- D. Basics of Copyright Law
- E. Guidelines for Employing Graphics
- F. Audio for Web Courses
- G. Multimedia Recommendations

IX. Standards and Integration:

- A. What you Need to Know About Standards and Integration
- B. Aviation Industry Computer-Based Training Committee
- C. Sharable Content Object Reference Model
- D. Sharable Content Object
- E. Sharable and Reusable Content
- F. The Behavior of e-Learning Courses
- G. Questions to Ask
- H. The Meaning of Accessibility