

# 7 STEPS To Transform Instructor-Led Training To Virtual Learning

1 Identify instructional goals: what the learner will be able to do as a result of the course

2 Evaluate the technology options for both developing and delivering remotely

3 Curate, upcycle, and add content to optimize it for remote learning and replace instructor expertise

4 Choose the approach (V-ILT, Webinar, eLearning, Microlearning, or a blend) that best suits the objectives

5 Develop interactivities, exercises, scenarios, and opportunities for application and on-the-job coaching

6 Create a plan to assess the results and continuously improve

7 Manage the change: ensure all stakeholders are prepared to embrace and execute the new approach

Please contact The CARA Group if you could use help with digital meeting strategy or creating meaningful eLearning, webinar, or virtual conference experiences or simply want to talk about your current situation as you ponder next steps.

We Are Here To Help