Converting Classroom Training to the Virtual Environment

Needs Analysis Tool

What are your needs?

Check all that apply so that you can fully understand the benefit you want to see as a result of a change:

Respond to limitations during and after a pandemic.
Decrease the need for a large travel budget.

- Provide contingency during extreme weather.
- Train safely during regional conflict or political unrest.
- Alleviate strain on staff to travel to train and be trained.
- Scale training quickly to expand reach.
- Increase the reach and availability of your training.

Get to know the different learning environments:

Live online learning (synchronous)

- Instructor-led
- Interaction in real-time
- Usually video and audio

Examples:

- Video conferencing
- Teleconferencing
- Live chatting
- Live streaming lectures
- and be held accountable, inmediate answers and feedback
- Requires scheduling gathering a group of learners, and dedicating a facilitator's time.

Self-study online learning (asynchronous)

- Self-paced
- Learners do not interact with a trainer
- Participants are learning at different times

Examples:

- Self-paced online modules
- Video content
- Podcasts
- Social media discussions
- the learner's defined pace and time.
 - Difficult to keep the learner engaged to fully complete the course and does not offer real-time answers from a trainer or expert.

Blended learning

- Participants learn in multiple learning options
- Can be a combination of any learning option
- Allows for flipped learning

Examples:

- Combination of any virtual learning options
- Combination of virtual and face-to-face options
- + Allows for adaptation of the content and activities in the best eLearning mode.
- More complicated to develop.

Investment and Cost Comparison:

- 1. Gather all potential costs, include direct and indirect costs of each method being evaluated for 2 years. Here are some line items to consider:
 - Course development
 - Programming time
 - Maintenance and tracking
 - Printing
 - LMS
 - Registration
 - Website maintenance
 - Instructor salary/labor
 - Classroom supplies
 - Travel for learner and trainer
 - AV purchase/rental
 - Software licensing
 - Meals/refreshments
 - Room rental
 - Technology rental
 - Video scripting, editing
 - Need for expert developers
 - Procurement process
 - Training on new software for developers
- 2. Determine total learning hours by multiplying the total duration of the course by the number of learners who will take the course over 2 years.
- 3. By method, add all training costs and divide by the total learning hours. This will get the program's cost per learner.
- 4. Compare these when making a decision on the investment.





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Delivery Methods:

Use this table to determine which delivery method is best for your needs. Circle the answer to each question, based on your situation. The column with the most circles is your solution. If your answers are mixed, likely a choice of blending both the live online learning and self-paced learning may be your best option.

Needs Analysis Questions to Ask	Live online	Blended	Self-paced
How often does the course need to be offered?	Occasionally	Fluctuates	Frequently
How often does the course content change?	Frequently	Occasionally	Content is stable
How important is consistency in message and delivery?	Flexibility and customization are important	Minor customization may be needed per audience	Consistency is critical
Is the focus of the course to build skills, increase knowledge, or change attitudes?	Build skills	Change attitudes	Increase knowledge
How important is the skill assessment and application?	Very important	Important for specific parts of content	Not very important
To what extent does the learner need access to an expert to understand the content?	Experts need to answer questions	May require so expert assistance	Expert intervention is not needed
How much collaboration or discussion do learners need to learn?	Much	Some	None
Do learners need a certain number of hours of training to meeting a requirement?	# of documented hours is critical	A range of time is okay	# of documented hours is critical
How much time can a learner spend at one session, in total, and at set times?	Lifestyle and work schedule determines when and for how long	Flexibility is needed to allow for varying schedules	Varies
How comfortable are the learners with the technology?	Some hand-holding may be needed	Can flex between different modes	Can access and navigate technology
How much time is available before the course needs to be launched?	Short (3 weeks to 4 months)	Medium (3-5 months)	Medium - Long (4+ months)
How open are the content owner, designer and other stakeholders to change from	Not very open	Somewhat open	Open



classroom-based to virtual training?

