

Components

Course Development is a service for developing courses and additional instructional support materials for your training needs. Your technical content translates into a modular structure containing learning units with built in instructional strategies. With everything in place, each course supports the trainer, the student, and the client through the learning event. Course Development:

- provides a turnkey solution.
- supplies all instructional content in the form of manuals, visuals, activities, and assessments that map to the learning objectives.
- optionally, provides additional reference materials for on-the-job performance support.
- Supports a variety of approaches with self-paced options for scheduling flexibility.

This is important because:

- Effective in-house training. Instructors use instructionally sound tools designed and prepared in advance to support and confirm effective transfer of knowledge.
- Monies spent on vendor training could be lost if the knowledge gained leaves when the trained employee leaves.
- Developing and using the right content helps guarantee repeated ROI. Effectively documented knowledge can be transferred to others, which multiplies the ROI.

Discovery

- Do you have in-house resources, expertise, and time to develop training that supports your business goals for this project?
- If so, how do you know the training materials and training event will be successful?
- Do you have assurances that, after receiving training, employees will be able to perform their jobs better?
- Will the materials provide instructions and support for activities to reinforce learning?
- Will the materials provide assessments to assure that knowledge transfer is achieved?
- What documentation will your employees use during the training and while on-the-job?

Complementary Services Offered

Instructional Design Program
Job Aid Development



Tasks

- Determine overall learning objectives based on business goals. (E²M/Polytron & Client)
- Coordinate with vendor & client to obtain equipment, process or system documentation. (E²M/Polytron)
- Develop learning objectives. (E²M/Polytron)
- Research & develop content. (E²M/Polytron)
- Create learning exercises or activities. (E²M/Polytron)
- Create overhead or job aids. (E²M/Polytron)
- Provide follow-up support. (E²M/Polytron)
- Apply IDP theories & methods (Client's instructor or Vendor's instructor)

Benefits

- Course development provides the vendor or in-house instructor with the tools needed to:
 - prepare to instruct.
 - prepare the student to learn.
 - support the transfer of knowledge.
 - confirm learning through effective questions and activities.
- Course development elements, such as activities, job aids, and manuals:
 - support achieving target goals established by you, the client.
 - promote student interaction and engagement.
 - can be used for onboarding new employees, refresher training and second generation training.

Common Questions

The vendors provide manuals. Why do we need anything else?

A user manual provided by vendors differs significantly from a training manual. While the user manual is a good reference tool, a training manual pairs with additional instructional support and incorporates adult learning methodologies that assure successful transfer of knowledge.

It's just training. Why do we need instructional materials & structure?

Structured manuals with instructor notes and reviews, handouts for activities, supporting visuals, and other materials provide Trainers needed guidance to effectively deliver content.

So what makes E²M/Polytron course development so different?

Gagnè's nine events of instruction and Bloom's taxonomy of the cognitive domain form the foundation of the E²M/Polytron instructional design techniques. According to Gagnè's research, specific elements of instruction must be present to assure learning success. Our classes incorporate these critical elements. Bloom's research into the processes of acquiring knowledge classified learning into different levels, which make it possible to develop appropriate learning objectives, activities and assessments. Combined with our knowledge of process integration, this instructional design expertise enables us to build courses targeted to our clients' specific needs.