



## **Online Training Sessions**

### **> Rapid E-Learning Series**

## ADOBE PRESENTER

### A. Online Facilitated Sessions

- Adobe Presenter
- Live, Online Sessions using Adobe ConnectNow



#### Synopsis:

We conduct live collaborative training sessions over the internet using today's web conferencing tools like Adobe ConnectNow. Our live, virtual classes connect instructors and learners from all over the world creating a dynamic and highly collaborative learning experience - virtually.

These online sessions can be scheduled to fit into your staff's busy daytime schedules. We also offer "after hours" schedules to those clients that require it. Learners truly have the flexibility to create their own schedules.

Our sessions are conducted synchronously with a live facilitator/instructor. We run the sessions like a cooking class so that students can benefit from many hands-on exercises to practice the skills and techniques necessary to meet the objectives in each session. Learners are expected to have a PC connected to the internet using their corporate network or other broadband access. Dial-up access is not viable for virtual training of this nature.

Detailed outlines of our virtual training sessions are listed on the subsequent pages:

#### Overview of Sessions:

Course ID:	Session Description	Duration
RELPRO	A Rapid 7 Step Approach to Using Adobe Presenter	4 Hours
RELDEV	Avoiding the Development Pitfalls of Producing E-learning Courses	2 ½ Hours
RELID	E-learning Instructional Design – for the Real World	2 ½ Hours
RELPTT	Building your E-learning Brand	2 ½ Hours
RELADV	So You Think You are an Advanced Designer?	3 Hours
RELMGR	A Training Manager's Guide to Rapid E-learning	2 Hours
REL101	Rapid E-learning 101	1 Hour

## Live Online Training: Sessions Detail

### RELPRO:

#### **"A Rapid 7 Step Approach to Using Adobe Presenter"**

Students will be guided through the rapid course development process while creating their own e-learning course. This session is conducted in a "show me" and "guide me" format providing students with the benefit of many hands-on exercises to practice the skills and techniques necessary to develop an effective e-learning course using Adobe's Presenter tool for e-learning. At the end of the session, students will have completed the development of a 10 minute e-learning course that is narrated in their own voice and includes several interactions, quizzes and surveys. This session is conducted like a cooking class with staged content to help move students quickly through the 7 steps of development.

#### **What Students Will Learn:**

- ↳ recording narration to your slides;
- ↳ editing slide narration;
- ↳ inserting audio and play lists;
- ↳ synchronizing PowerPoint animations to your narration;
- ↳ inserting flash-based media including video;
- ↳ creating branching scenarios;
- ↳ creating interactive quizzes;
- ↳ customizing your e-learning player;
- ↳ publishing to the Web, CD, or an LMS

Session Duration	Sessions	Total Duration
1 Hour 20 Minutes	3	4 Hours Online + 2 Hours Offline (Homework)

### RELDEV:

#### **"Avoiding the Development Pitfalls of Producing E-Learning Courses"**

Conducted in a Top 10 format of common mistakes made by e-learning developers, this session gives you an advantage to quickly produce online content without wasting time. Our instructors use a "How to" and a "How not to" approach using good and bad examples. The emphasis here is to learn how to course correct before it is too late.

#### **What Students Will Learn:**

- ↳ best practices and techniques for producing engaging content
- ↳ developer's tips and tricks to developing effective content rapidly
- ↳ find useful resources on the internet to add media richness to your e-learning courses

Session Duration	Sessions	Total Duration
1 Hour 15 Minutes	2	2 ½ Hours Online + 1 Hour Offline (Homework)

**RELID:**

**“E-Learning Instructional Design – for the Real World”**

Do you need a practical approach to plan and design an e-learning course that hits the mark? Our instructors will help you modify your current classroom based methodology so that you are prepared for e-learning initiatives. Change management and blended learning play important roles that help you gain the needed acceptance to win in your transition.

**What Students Will Learn:**

- ↳ how to know if your rapid e-learning development process is rapid
- ↳ apply a research-based methodology for delivering online courses
- ↳ best practices for blending classroom and online learning

Session Duration	Sessions	Total Duration
1 Hour 15 Minutes	2	2 ½ Hours Online + 1 Hour Offline (Homework)

**RELPT:**

**“Building your E-Learning Brand”**

Learn about the benefits of creating consistent tools and templates for your rapid e-learning projects. Create useful tools and job aids that will ensure your subject matter experts (SMEs) and designers are well equipped to rapidly produce instructional sound content.

**What Students Will Learn:**

- ↳ how to produce an e-learning template that differentiates online learning
- ↳ use PowerPoint’s design and animation schemes to help speed up the development process
- ↳ create effective content templates that every e-learning course should use and reuse
- ↳ match the look and feel of your corporate brand by using Adobe’s Theme Editor

Session Duration	Sessions	Total Duration
1 Hour 15 Minutes	2	2 ½ Hours Online + 1 Hour Offline (Homework)

## RELADV:

### “So You Think You are an Advanced Designer?”

This session is indented for content designers that may have reached a personal plateau in their rapid e-learning development skills. Learn from a seasoned developer and gain practical techniques to add richness to your courses. Test your skills in using advanced media assets that will help take your courses to the next level.

#### What Students Will Learn:

- ↳ effectively use flash-based video and other flash assets
- ↳ use multiple presenters and narrators in a single course
- ↳ creating a branching scenario
- ↳ alternative uses for flash interactions
- ↳ add web objects like online surveys and other web pages to your courses

Session Duration	Sessions	Total Duration
1 Hour 30 Minutes	2	3 Hours Online + 1 Hour Offline (Homework)

## RELMGR:

### “A Training Manager’s Guide to Rapid E-Learning”

For Training Managers, rapid e-learning programs are introducing new issues to their tried-and-true end-to-end development process. These include diminishing quality, non-compliance to corporate branding standards, confusion between communication and awareness initiatives and real training, task gaps and expectation mismatches between subject matter experts and training staff members, skill gaps between designers and develops, and the need for mentoring and coaching.

#### What Students Will Learn:

- ↳ How to recognize when your rapid e-learning program is falling apart
- ↳ How to pinpoint and address the common issues found in today’s rapid e-learning development models
- ↳ How to choose the right development model sooner
- ↳ Practical yet ingenious techniques for quickly designing and developing sound content that everyone is proud of

Session Duration	Sessions	Total Duration
2 Hours	1	2 Hour Online

## REL101:

### "Rapid e-learning 101"

If you're new to e-learning or just having a hard time understanding what all the fuss is about, sign up for this session and let one of your seasoned instructors guide you through all the hype. Arrive at a solid understanding of what Rapid e-learning is and what it is not.

#### What Students Will Learn:

- Define Rapid e-learning
- Identify the characteristics that makes Rapid e-learning "rapid"
- State the best applications for using Rapid e-learning

Session Duration	Sessions	Total Duration
1 Hour	1	1 Hour Online