

*In-House
Workshops*

*Licensing
Programs*

*Public
Workshops*

*Personal
Coaching*

*Written
Communication*

*Oral
Presentations*

*Interpersonal
Skills*

*Personal
Productivity*

*Course
Development*

Books

Audios

Videos

Multimedia

Software

Course Development: Fast, Sound, Repeatable

This 4- or 8-hour session will present nine steps in developing training materials—leader guide, participant manuals, audio-visuals, job aids, and administrative information. With this approach, participants will reduce their course-development time through an effective, repeatable process that ensures a quality course delivered either in the classroom or online.

Key Objectives

- **Organize the project to include all components simultaneously.**
- **Collect, review, and organize “raw” information to be incorporated into the course.**
- **Storyboard the entire course in one quick sitting.**
- **Expand the outline into a complete script.**
- **Edit for clarity, eye appeal, and quick access.**

Who Should Attend

Course developers and designers, training managers, technical experts assigned to develop training programs

Materials/Texts

Participants will receive a manual containing key principles and exercises to practice each concept. They will also receive the book *E-Writing: 21st-Century Tools for Effective Communication* (Simon & Schuster/Pocket Books) by Dianna Booher.

Class Size

5-15 participants