

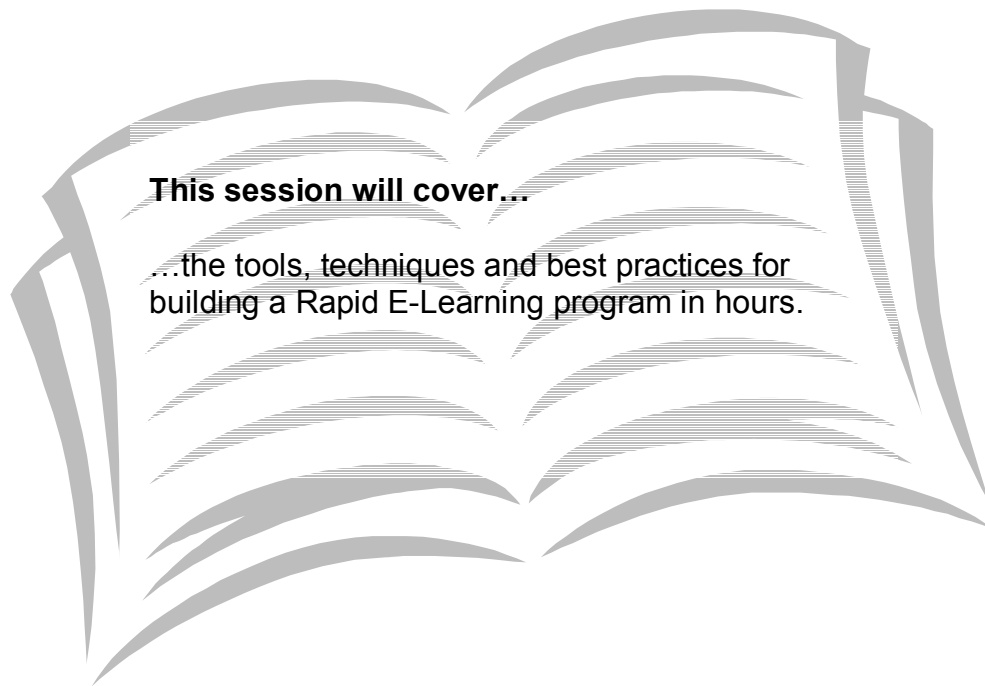
E-Learning: New Approaches to Managing and Delivering Organizational Knowledge Quickly!

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OVERVIEW

The National Association of State Auditors, Comptrollers and Treasurers
(NASACT) welcomes you to:

E-Learning: New Approaches to Managing and Delivering Organizational Knowledge Quickly!



This session will cover...

...the tools, techniques and best practices for
building a Rapid E-Learning program in hours.

What are some examples of training needs that may be solved by using E-Learning?

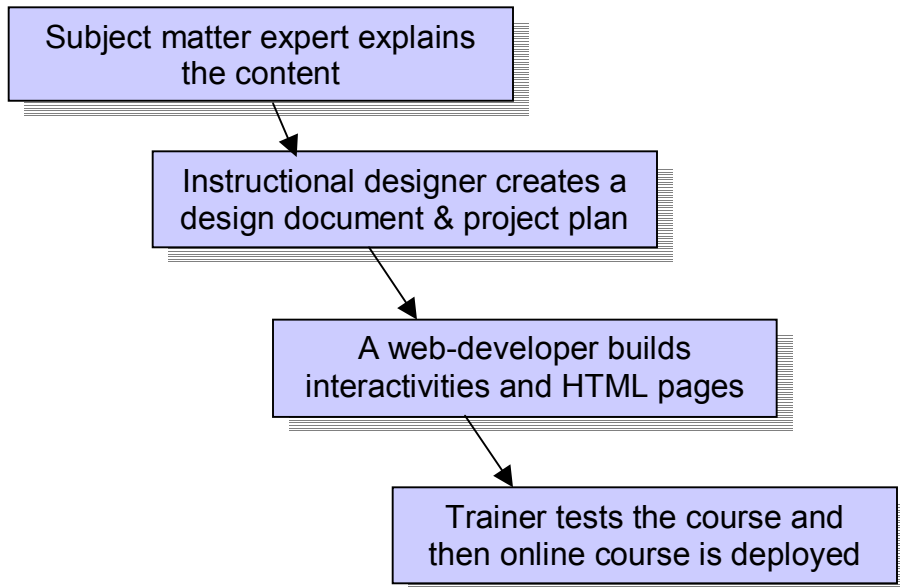
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Some Ideas:

- New product introductions (i.e. features, pricing, and configuration information etc.)
- Customer Service (i.e. changes in pricing, delivery, procedures etc.)
- HR (i.e. processes and procedures – how to fill out a time card, submit expense reports, benefits information etc.)
- Agency wide topics (i.e. core values, introduction of new management and staff, new employee orientation etc.)

E-Learning Courseware Development Flow-Chart



Three Categories of E-Learning

Category	Need	Development Timeframe	Budget for Development	Developed by ...
Rapid	Response to urgent business needs	Less than 3 weeks	Staff of 1 – 3 professionals & little or no budget	Subject matter experts developing with templates
Traditional	Part of annual training plan to meet needs of organization	3 – 11 weeks	\$5000 - \$30,000 per instructional hour	Training professionals, instructional designers, instructors, course authors etc.
Strategic	Conjunction with an organizational development or change strategy	12+ weeks	Often blended, costs can go higher	A cross-functional team

The Need for Rapid Development and Deployment

Rapid E-Learning is:

Rapid E-Learning programs can be developed in weeks and are often authored by subject-matter experts.

- Courseware which can be developed in less than three weeks
 - Subject Matter Experts are the primary resource for development
 - Well-known tools (e.g. PowerPoint, Captivate etc.) or user-friendly templates form the starting point for courseware
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- Simple assessment, feedback and tracking provided
 - Media elements which enhance learning but do not create technology barriers may be included (audio and video)
 - Learning modules can be developed in one hour or less, often less than 30 minutes.

Two Types of Rapid E-Learning Tools

Self Paced- Participants take self-paced training whenever their schedule permits.

Best Practice – Sign up for a class using Video Professor/ Element K to experience self-paced training. You will find that it is sometimes easier to purchase these applications than to develop the training module.

Time critical means that the program must be developed in weeks and may be out of date in months.

Live – Participants attend sessions at a specific time and use tools to interact in real-time (includes audio, video & chat functions).

Best Practice - Participate in free webinars offered by professional organizations and other suppliers. These subjects usually focus on specific technical skills of highly trained professionals.

Macromedia Captivate <http://www.adobe.com/products/captivate/>

Cost – Full Version \$499.00

Macromedia Captivate enables a subject matter expert to create demonstrations and applications in hours rather than months.

- Captivate captures all screen events and annotates them with text captions.
- Users can add animated highlights, video, audio, interactions, quizzes etc.
- Product includes template-based question development tools.
- High quality Flash output has small file size and can be used on the web.

Macromedia Captivate Demonstration

Visual Communicator <http://www.seriousmagic.com/products/vc/index.cfm>
Cost – Full Version \$239.95

Visual Communicator makes video creation fast and easy. It was designed for less experienced users who know very little about making videos. From business announcements to student video reports, the presentations will have the visual impact of a real TV newscast. Visual Communicator 2 is based on a video production process that eliminates traditional editing timelines to allow for dramatically faster video creation.

The wizard makes video creation easy. Choose a look, add text, add media and record video presentation. Then share your video via Internet, Intranet, DVD or CD.

Visual Communicator Demonstration

What hurdles may you have to “get over” in order to utilize E-Learning?

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Conclusion

Rapid E-Learning is one of the fastest-growing areas of training and knowledge management. By reducing the time to develop sound instructional content, organizations can communicate and train workers faster than ever.

Most organizations need a mix of blended learning, including a mix of e-learning categories to meet all their needs. Rapid E-Learning should be used appropriately for time-critical, time sensitive solutions that require immediate training solutions and transfer of information.