talent.com

Intro to effective training

Agenda

01

ADDIE model

02

Power point tips

03

Discussion

04

Activity?

Remember the ADDIE model

01
Analysis

02
Design

03
Development

04
Implementation

05
Evaluation

Analysis

Who is the target audience?

What business need is this training addressing?

What is the most effective method to deliver this training?

What resources do I have at my disposal?
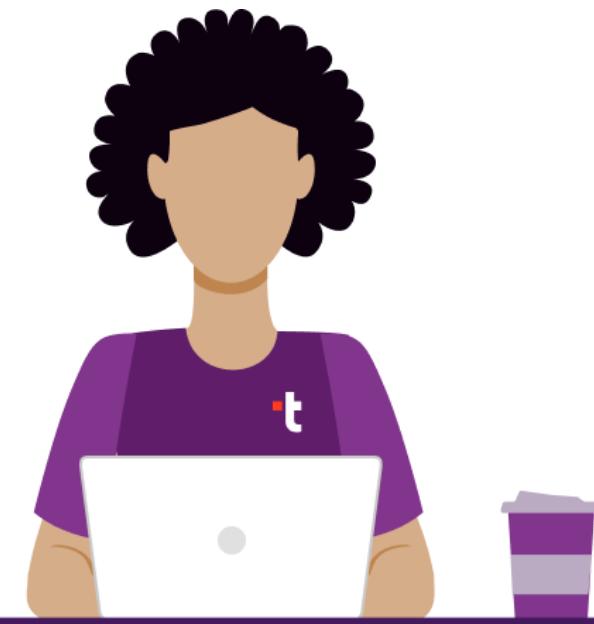
Learner analysis

01

Entry skills

What do you need to know before you can complete x?

02

Prior knowledge

Have you completed any training on subject x before?

03

Learning preference

Which of the following methods do you like? Presentations, reports, infographics, online classes, etc.

04

Motivation

What would make you interested in learning x?

Types of learners

Visual

Graphics, diagrams, & videos

Auditory

Voice-over explanations

Verbal

Discussions & questions

Kinesthetic

Puzzles, games & activities
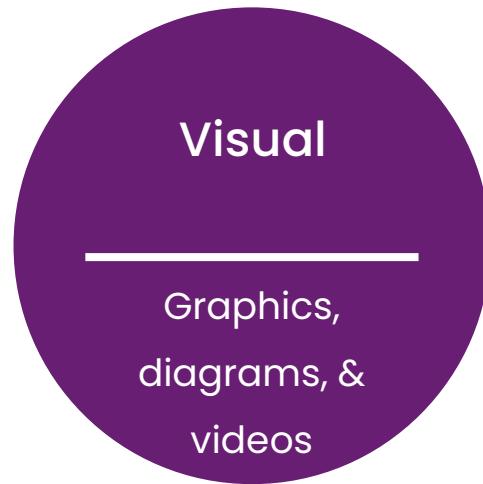
The concept of every person having a single learning style has yet to be scientifically demonstrated. However, most people exhibit learning preferences.

Design

Conduct a task inventory

Compose learning goals

Create a lesson plan

Determine testing strategy

Create learning goals

Given [condition], the learner will [performance statement], such that [criterion].

Knowledge

Define, describe, identify, label, list, name, observe, outline, recall, recognize.

Understanding

Associate, classify, compare, contrast, explain, give examples, indicate, review, summarize, relate.

Application

Construct, demonstrate, examine, experiment, illustrate, operate., practice, show, teach, write.

Analysis

Connect, break down, deduce, diagram, distinguish, infer, outline, plan, prioritize, survey.

Evaluation

Asses, appraise, choose, conclude, decide, defend, judge, measure, recommend, validate.

Creation

Adapt, compose, design, develop, formulate, hypothesize, integrate, produce, reconstruct, solve.

Lesson plan template

Objectives (the learner will be able to)	Content outline	Methods and media	Testing (the objective will be met when)
Explain the difference between X and Y	• Review X • Review Y • Their similarities • Their differences	• Slides 1-12 • YouTube video • Practical demo	Learners successfully complete quiz #1.
Construct and maintain new pages on SharePoint.	• SharePoint overview • Tips and tricks	• Slides 1-10 with screen shots • Demo • Practical trial	Learner successfuly publishes trial site.

Development

Create your training!

Write a communication plan.

Consider other documentation like a facilitator guide for longevity.

Determine your delivery method.

Implementation

Time to give your training! Here are some tips to remember:

1-Practice and prepare.

2-Include an engaging activity.

3-Make your content accessible.

4-Set aside time for questions or discussion.

5-Be prepared to revise your content based on learner feedback.

Microsoft teams features you can use

- Assignements
- Screen sharing
- Raise your hand
- Together modes
- Break out rooms
- Note taking tool
- Quizzes and surveys

Activity ideas

- Have learners teach each other (everyone reads a short article and explains it).

- Group brainstorming sessions.

- Review case studies, stories, and relevant examples.

- Organize a "debate".

- Integrate quizzes.

- Short games like associations and placing terms in the correct order.

Evaluation

Did this training solve the business need?

Was the content well received?

Did the learners achieve their learning goals?

What could be improved?

How can I communicate these results?
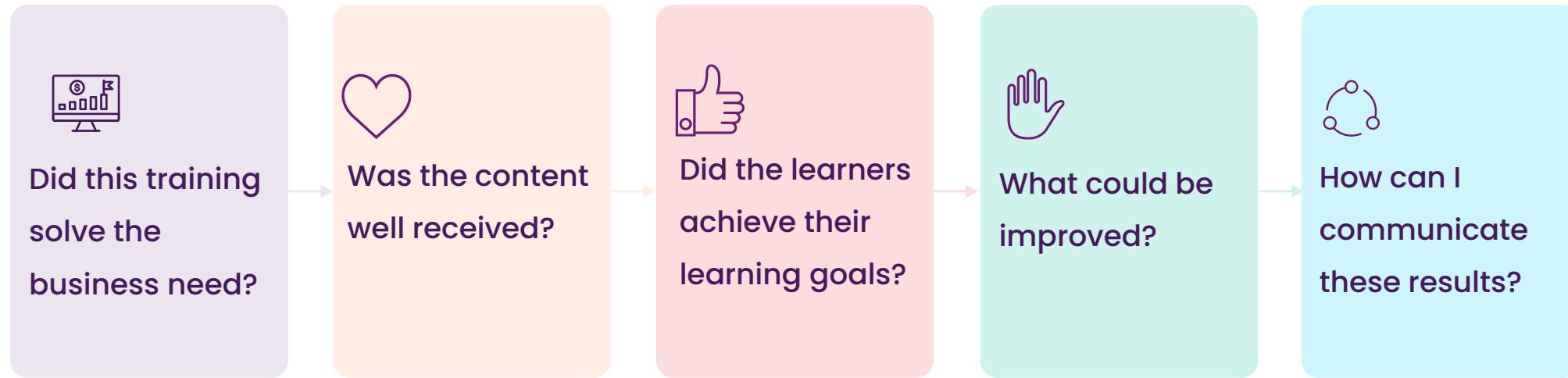
Further reading

- More in-depth article about the ADDIE model: [Instructional design Australia](#)

- [MIT guide on digital course design](#)

- [Microsoft 365 tools for learning](#) (Teams, Viva, SharePoint)

- Fun activity ideas: [Teambuilding.com](#)

- Deep dive on evaluation: [Continu](#)

Follow up

- Please fil out this [short survey](#) in Microsoft forms.

- Survey responses will be used to track who completed the training and give us information on how to improve this training moving forward.

- This is the ADDIE model in action! Iterative training based on feedback. ☺

Top 5 Power Point tips

01. Multimedia

Present the information using charts, graphs, videos

02. Presenter coach

Practice and get feedback!

03. Use the Forms integration

For polls, quizzes, and feedback

04. Use the cameo and screen record

Sometimes it's easier to show than to tell

05. Present an agenda and a recap

Summarize it for maximum retention

Discussion

Activity

01

I will split you into 4 groups

02

Each group will be assigned a simple task

03

Create as a group, a 1 slide training for this task

04

Designate 1 slide creator, 1 researcher and 1 presenter. You have 10 minutes!

05

Let's see what you made!

Questions?

Lessons learned June 21, 2023

01. Make the presenter the teams meeting owner

02. Break up group into breakout rooms beforehand

03. Prepare discussion questions ahead of time

04. Include sample activity in the recording

05. Give activity a clear time frame