Course Set up

Course: How to build an effective Computer based learning module?

INTRODUCTION

The 5-hour course "How to create an effective Computer Based Learning module" is developed to guide healthcare educators in developing online modules aiming at achieving new knowledge and skills with confidence. The first part of the class is concentrating on andragogy and the second part on Computer Based Learning. The maximum class size permitted is 20 people; however the smaller size the better with a minimum of 2.

This facilitator's guide is intended to assist facilitators in planning a successful learning event.

OBJECTIVES

OBJECTIVE 1: Participants will be able to identify who is an adult learner
  a. Participants will recall an adult learner's characteristics in general
  b. Participants will recall who the adult learner is specifically in the healthcare industry
  c. Participants will recognize how adult learners learn
  d. Participants will apply the different learning styles

OBJECTIVE 2: Participants will describe teaching methods that support adult learning
  a. Participants will define best practices for adult teaching
  b. Participants will compare and contrast learning theories
  c. Participants will list strategies to help employees become motivated learners

OBJECTIVE 3: Participants will explain what a computer based learning CBL is.
  a. Participants will define what a CBL is
  b. Participants will define the types of CBL
  c. Participants will recognize the advantages and limitations of using a CBL
  d. Participants will describe the communication styles used in online modules
  e. Participants will apply effective online learning design elements

OBJECTIVE 4: Participants will be able to develop a course for online learning
  a. Participants will identify four important instructional design steps which must be defined prior to the creation of a course outline
  b. Participants will explain why the instructional design steps are important to the course effectiveness
  c. Participants will apply the instructional design process using as a sample exercise given in class.
  d. The participants will be able to implement effective strategies to create a course outline.
  e. The participants will compare and contrast open educational resources, examples and tools that are appropriate for their specific CBL.

f. The participants will be able to define common types of assessment that are used in a CBL.

g. The participants will develop a course evaluation.

MATERIALS/SET UP

Training materials will include the following components:

- Powerpoint Presentation
- Projector, Projection screen, pointer
- Handouts, Training Materials
- Videos (embedded in powerpoint slides)
- Audience Response System including transmitters.
- Flip chart with markers
- Room should be large enough to accommodate up to 20 participants
- Attendees will register to the class via the learning management system

Presentation speaker's notes:

Speaker's notes are recommended under the process section found under training modules. The text formatted in blue in this table is intended as reference information for the facilitator.

PREPARING FOR TRAINING

Successful delivery requires great planning. It is recommended that the facilitator:

- Familiarize him/herself with the course materials
- Confirm training logistics (final participants # for handouts), technical requirements needed
- Optional: Gather information about the audience members by reaching out to them(Did they create online modules before for the facility? Do they have some training that they would like to develop?, etc.). The information could be used in class to match audience needs, and/or priorities.

Training day:

- Arrive 30-40 minutes early to set up and also introduce yourself to attendees.
- Ensure presentation and technology are working properly
- Ensure course supplies are ready