### **Creating a Training Program Using the ADDIE Model**

#### **Needs Assessment**

- What are the learners' jobrelated needs?
- What existing knowledge do they have?
- What is the gap between what they know and what they need to know?

#### The Adult Learner

- o What do they expect?
- o What do they need?
- How can training meet their learning needs?
- How can I as a trainer help them meet their learning needs?

### **Training Design**

- What learning outcomes will meet learners' needs?
- What kind of training plan needs to be created?
- o What resources are available?
- What are some potential challenges to this training?

### **Training Implementation**

- Are selected trainers ready to deliver the training?
- Are all training resources prepared and details regarding the training addressed?

### **Training Development**

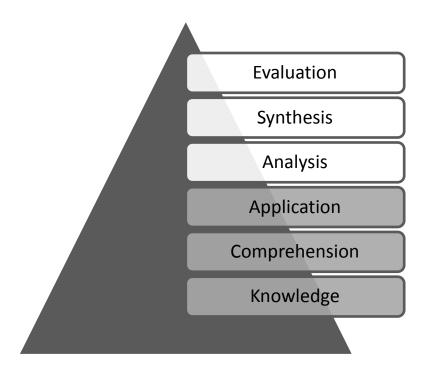
- What content needs to be created?
- What appropriate activities need to be developed?
- What formative and evaluation instruments need to be created?

#### **Evaluation**

- Are the needs of learners being addressed in the design and development of the training?
- What methods are working/not working during implementation?
- How did learners evaluate the training upon completion?
- How will you determine if learners are applying their learning as they carry out job-related tasks?

Training Design Model August 2004

### **Bloom's Taxonomy**



Directions: Draw lines to match the below terms to their correct definitions.

- 1. Knowledge
- 2. Comprehension
- 3. Application
- 4. Analysis
- 5. Synthesis
- 6. Evaluation

- A. Judgment or decision-making where the learner appraises, assesses or criticizes on a basis of specific standards/criteria.
- B. Use of knowledge. Can the learner use the knowledge to solve a real world problem?
- C. Taking apart a piece of knowledge, and investigates parts of a concept.
- D. Taking knowledge and creating something.
  The learner integrates or combines ideas into something new to him or her.
- E. The learner can recall information and ideas in the approximate form in which it was learned.
- F. The learner internalizes knowledge taught, and can comprehend or interpret information based on knowledge.

### Knowledge

- Arrange
- Define
- Duplicate
- Label
- List
- Memorize
- Name
- Order
- Recognize

- Relate
- Recall
- Repeat
- Reproduce
- State

### Comprehension

- Classify
- Describe
- Discuss
- Explain
- Express
- Identify
- Indicate
- Locate
- Recognize

- Report
- Restate
- Review
- Select
- Translate

## Application

- Apply
- Choose
- Demonstrate
- Dramatize
- Employ
- Illustrate
- Interpret
- Operate
- Practice

- Schedule
- Sketch
- Solve
- Use
- Write

## **Analysis**

- Analyze
- Appraise
- Calculate
- Categorize
- Compare
- Contrast
- Criticize
- Differentiate
- Discriminate

- Distinguish
- Examine
- Experiment
- Question
- Test

### Synthesis

- Arrange
- Assemble
- Collect
- Compose
- Construct
- Create
- Design
- Develop
- Formulate

- Manage
- Organize
- Plan
- Prepare
- Propose
- Set up
- Write

### Evaluation

- Appraise
- Argue
- Assess
- Attach
- Choose
- Compare
- Defend
- Estimate
- Judge

- Predict
- Rate
- Core
- Select
- Support
- Value
- Evaluate

# Free Resources for E-Learning Development

#### **Audio**

Audacity (download):

http://audacity.sourceforge.net/

Free sound recording and editing software easy enough for a novice to use without much effort, yet packing advanced features and filters for more experienced users. Record your own podcast, rip sounds from your PC's sound card, or make audio mash ups – the only limit is your creativity.

ccMixter (online music library)

http://ccmixter.org/

ccMixter is a community music site featuring remixes licensed under <u>Creative Commons</u> where you can listen to, sample, mash-up, or interact with music in whatever way you want. **Remixers**, if you're into sampling, remixing and mash-ups grab the <u>sample packs</u> and <u>a cappellas</u> for download and you can upload your version back into ccMixter for others to enjoy and re-sample. All legal.

• Freesound Project

www.FreeSound.org (online sound library)

The Freesound Project is a collaborative database of <u>Creative Commons</u> licensed sounds. Freesound focuses only on sound, not songs.

### **Audio Graphics**

• Jing (web-based)

http://www.jingproject.com/

Instead of typing at people, show them what you're talking about. Jing allows you to snap a screenshot, narrate it, and then share it immediately by web, instant message, or email.

### Rapid Course Authoring Tools for E-Learning

CourseLab (software download):

http://www.courselab.com/

CourseLab is a powerful, yet easy-to-use, e-learning authoring tool that offers programming-free WYSIWYG environment for creating high-quality interactive e-learning content which can be published on the Internet, Learning Management Systems (LMS), CD-ROMS and other devices.

Udutu.com (web-based):

http://www.myudutu.com/myudutu/login.aspx

Easy to use, web-based course authoring tool that allows even novices to create compelling course modules. You are able to easily import existing curriculums and PowerPoint presentations. Flexible templates allow users to effortlessly and attractively present material to learners, engaging them with interactions, and immersing them in branching scenarios. Udutu includes support for all major types of graphic, sound, and video formats automatically optimized for web delivery. The authoring tool also extracts a .zip file that integrates seamlessly with any SCORM compliant LMS.

### **Screencasting**

Screencast-o-matic (web-based):

http://www.screencast-o-matic.com/

Screencast-o-matic allows users to record a screencast with audio from their web browser. Screencasts can then be uploaded directly to Youtube or saved an exported to a local computer. This tool allows for up to 15 minutes of recording and custom screen recording sizes to fit all size computer monitors.

Screen Jelly (web-based):

http://www.screenjelly.com/

Screenjelly records your screen activity with your voice so you can spread it via Twitter or email. Recording is full screen and limited to 5 minutes.

• <u>Screenr</u> (web-based):

http://screenr.com

Record ready-to-tweet screencasts in seconds. Recording is limited to 5 minutes.

#### <u>Images</u>

Customizing Clipart (tutorial):

http://screenr.com/b2A

E-Learning guru Tom Kuhlmann demonstrates how to edit clipart within PowerPoint to create custom images for your e-learning modules.

• Adobe Female Model (download):

http://www.adobe.com/cfusion/exchange/index.cfm?event=extensionDetail&loc=en\_us&extid=10475 50

Image pack containing a female model with multiple facial expressions. These images do not contain a background, making it easy to import and blend with other images. Great to use on feedback screens of course modules.

• Creative Commons Search (online image library)

search.creativecommons.org

Search through Creative Commons sources for images, sounds, music, and video. Pay attention to the various types of licenses to ensure that you can legally reuse/repurpose the source content.

#### <u>Video</u>

• Hypercam 2 (download):

http://www.hyperionics.com/

If you've ever wanted to record video playing on your computer screen but did not have the money to purchase Camtasia, here's the program from you. Hypercam allows you to record the output of your PC's video card (giving you the ability to record full motion video) and save it in a variety of file formats including AVI and FLV.

KeepVid (web-based):

http://keepvid.com/

Download an FLV or Mpeg4 file of your favorite online videos from sites like Youtube or Metacafe. Please respect copyright laws and not use your newfound video ripping powers for evil!