

# Modify Learning Guides

## PART OF THE PERFORMANCE-BASED LEARNING SERIES

Clients who live continuous improvement know that equipment changes. Personnel change. Procedures change. At Luminance, we believe your training materials should change right along with them. How else would current employees stay up to date? And new employees need to be trained on the new or incoming equipment and procedures, not the way it used to be.

Luminance can keep your Guides current for you, or we can transfer the capability to your staff. Your designated staff would gain understanding of performance-based learning and receive the know-how to modify all the different elements of Learning Guides.

*Modify Learning Guides* is an in depth course that immerses learners in the fundamentals of performance-based learning design. Over the span of 4 days, learners practice and become certified in writing Learning Objectives, developing Competency Checks, and updating Luminance engineered Learning Guides.

Included:

- Individualized coaching, feedback and certification for up to 6 learners
- Comprehensive course manual for class use and future reference, with 9 modules of instruction, practice exercises, real-world assignments, and an appendix of commonly used MS Word toolbar icons
- **Learning Guide Pocket Reference** on all Luminance standards for formatting Learning Guides
- A documented assessment of each learner's course accomplishments

### Objectives

By completing the activities and assessments of this course, learners achieve a level of fluency with Performance-based learning materials that enables them to maintain Luminance engineered documents for their team.

Learners practice using real job details from their organization until they have the skills, knowledge and confidence to consistently:

- Write Directive Instruction
- Craft Learning Objectives
- Develop Competency Checks including both Skill Checks and Knowledge Checks
- Perform advanced MS Word functions
- Edit tables in Learning Guides so tasks can be modified and updated
- Take task photos, insert them into a Learning Guide and edit and crop them as necessary
- Modify Learning Guide content and photos

### Learner Feedback

*"Alisha guided me through the process and answered all of my questions. She had the knowledge to demonstrate the process."*



*"One-on-one help from the instructor was very helpful."*

*"Alisha really made this course interesting and interactive."*

*"Very good course and course instructor."*

*"Very enjoyable course. SME very knowledgeable. I would*

*have liked more MS Word experience before the course but I learned a lot."*

*"Very good training. Lots of info. Alisha did a great job. Thanks!"*