

Create Learning Guides

PART OF THE PERFORMANCE-BASED LEARNING SERIES

Clients who have experienced Luminance training for one job often want to implement performance-based training for more jobs, or even throughout their facility. A practical way to do this is to have client staff certified as in-house developers of high quality, Performance-based Learning Guides to Luminance standards. This is made possible through our *Create Learning Guides* course.

This is an advanced course for graduates of the *Modify Learning Guides* course who will be developing new Learning Guides as a core job responsibility. Learners receive 6 days of individualized coaching and feedback through a combination of classroom training and post-course on-the-job coaching. They will become competent in advanced guide development techniques, job mapping and quality assurance.

Included in the Create Learning Guides Course:

- Individualized coaching, feedback and certification for up to 4 learners
- Customized templates for Learning Guide documents including Job Maps, Learning Guides, Orientation Guides, and Competency Checks
- Comprehensive manual for in-class use and future reference, with 5 modules of instruction, practice exercises, real-world assignments, and 10 ready-to-use Learning Guide designs
- Quality Assurance Assessment Toolbox
- Documented assessment of each learner's course accomplishments

Objectives

Learners will achieve competency through comprehensive contextual instruction on the process of training development and high volumes of practice on the creation of Learning Guides, reinforced with consistent and timely feedback. At completion of the course, learners will have the skills, knowledge and confidence to consistently:

- Conduct Job Mapping sessions and create Job Maps in MS Word
- Design Learning Guide tasks using the 2 standard designs and 10 unique designs presented in the course
- Work with Subject Matter Experts to gather task information and validate procedures
- Build Learning Guides, with illustrated tasks, Learning Objectives and Competency Checks
- Develop orientation materials
- Design and implement a quality assurance process to ensure Learning Guides meet desired standards

Learner Feedback

"It was helpful to apply what we're learning to a real position and create job aids that will be used later."

"This course will improve my abilities to perform tasks in word and enable me to create guides."

"I now have the ability to develop training modules in the correct framework efficiently."

"I will now be able to create training guides and job aids in a consistent format."

"I have learned a great deal and appreciate Alisha working with us one on one. She worked with me and worked with my schedule."

"I really enjoyed working with Luminance – thanks for all your help!"

