This course will give you the tools to design a blended training solution ensuring your teams have the right training, at the right time to perform their role at the right level.

**Workshop challenge**
To design and facilitate a blended solution for your training content. This includes selecting content for eLearning, video, webinar and face-to-face and then:
- Designing each of those elements
- Facilitating parts of the webinar and face-to-face training

This solution needs to be totally learner centered (contextual) and in-line with the latest research on how the brain learns.

**Learning objectives**
Upon completion of this course you will be able to:
- Design a blended training solution
- Facilitate instructor-led training sessions via webinar and within the training room

**Targeted learners**
Your organization recognizes your marketing & sales expertise and product knowledge and needs you to transfer these to your team.

**Topics**
- How to make your content 'stick' by passing the brains 3 'gatekeepers' that could reject your content on its journey to long term memory;
- Get your learners buy-in by focusing upon the need-to-know content rather than the nice-to-know content;
- ‘What’s the purpose of training?’ By knowing the purpose of your training, you will then be able to assess and measure the success of your training solution;
- Keep all content practical and relevant for your learners by creating observable measurable objectives;
- Save time and effort by selecting the right training intervention for the different topics of your training;
- Keep your learners engaged by designing scenario based eLearning that puts learners into ‘real-world’ situations where they have to use the new content;
- Build upon initial eLearning content using webinars that are totally learner focused rather than a boring presentation, that are practical and real-world based so that learners can use the new content immediately in their everyday work;
- Design and facilitate totally interactive face-to-face workshops where learners apply all their current knowledge in real world situations and you act as a mentor rather than being the 'sage on the stage'.

**Instructor**
David Gibson (Eureka) is a specialist in the field of train-the-trainer with over 30 years training experience with large organizations around the world.

**Delivery method**
- E-learning: 1 module
- Webinar: 2 sessions
- Face-to-face: 3 days

**Duration**
- 30 minutes e-learning
- 3 hours webinar split into 2 x 90 minutes plus time to apply these ideas to your own content
- 3 days in the training room

**Language**
English

**Price**
1000 €
### Workshop outline

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<th>E-learning</th>
<th>Webinars</th>
<th>Face-to-face Day 1</th>
<th>Face-to-face Day 2</th>
<th>Face-to-face Day 3</th>
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<tbody>
<tr>
<td><strong>Discoveries</strong></td>
<td>How to pass the brains ‘gatekeepers’ to ensure your content passes to long term memory of your learners.</td>
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<td><strong>E-learning</strong></td>
<td>How to select the need-to-know content for your learners versus the nice-to-know. This will include, ‘What’s the purpose of training’.</td>
<td>Select what can be taught using eLearning.</td>
<td>How to use breakout rooms.</td>
<td>How to create story based webinars.</td>
<td>Training room best practice.</td>
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<td>How to write training objectives that can be observed and measured for any training solution you implement for your learners.</td>
<td>Design scenario based eLearning.</td>
<td>How to manage questions.</td>
<td>How to engage your learners every 4 minutes.</td>
<td>How to assess and measure your training solution.</td>
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<tr>
<td><strong>Webinar</strong></td>
<td>How to select what can be taught using webinar.</td>
<td>Best practice for capturing and scripting video.</td>
<td>How to create and manage parts of your own webinar during the workshop.</td>
<td>How to open and close your webinars.</td>
<td>How to design training so that 80% or more of the time is your learners practicing and you stepping back.</td>
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<td>How to add interaction and collaboration into webinars.</td>
<td>Create a basic eLearning module for your scenario.</td>
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<td><strong>Cisco WebEx specific</strong></td>
<td>How to load content.</td>
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<td>How to manage chat and whiteboard annotation.</td>
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<td>How to handle questions – chat or Q&amp;A and what to do when you get questions.</td>
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<td>How to create and manage break-out rooms for collaboration.</td>
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If you have any questions or would like to register for this course, please email our training team at: learning@abb.com

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