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TIPS, TOOLS & INTELLIGENCE  
FOR DEVELOPING TALENT

2017  
JOB AID COLLECTION

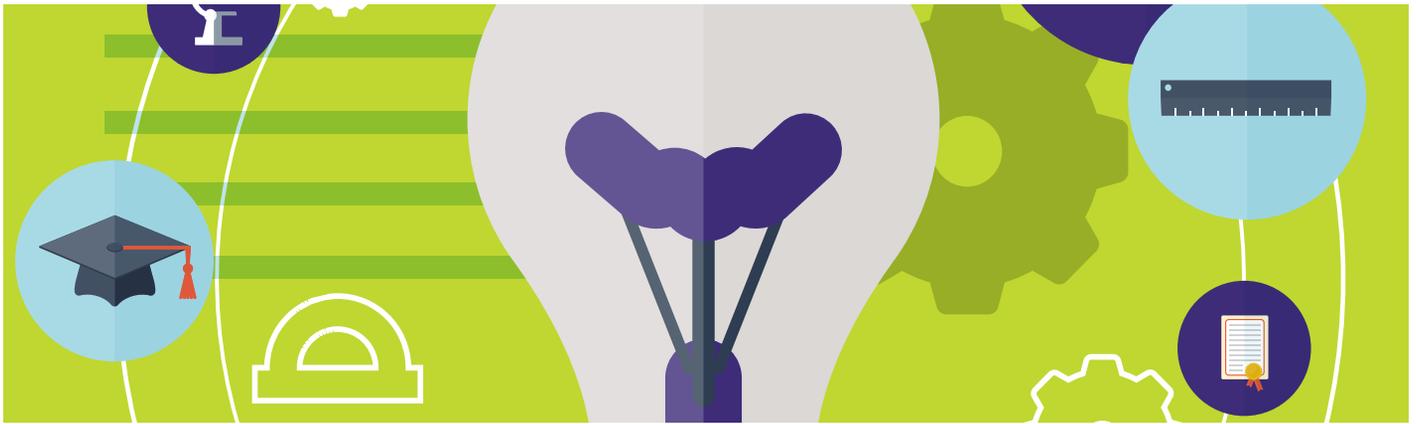
## 10 TOOLS TO HELP YOU RETHINK YOUR L&D



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LEARNING TECHNOLOGIES

# 10 TOOLS TO HELP YOU RETHINK YOUR L&D



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**W**ant to rejuvenate your learning and development (L&D) program? Ready to go beyond instructor-led training in the classroom to e-learning, mobile, or blended? Are you asking yourself if there's a better way to reach your learners and make learning stick?

This *TD at Work* job aid collection contains tools and templates that can get you beyond asking those questions to moving forward with spicing up your training—from thinking about evaluating programs differently to providing a broad overview of how you might begin with mobile.

You've undoubtedly heard about gamification and gaming your training. The first job aid in this collection, "Game Design Worksheet," will walk you through an analysis of the framework for a game that fits your training, including who will be playing the game and how to win; and then on to the elements you'll need for the game, such as playing cards and a leaderboard.

Diane Senffner and Leslie G. Kepler write in their issue of *TD at Work*, "Blended Learning That Works," that "today's blended learning is much more than two content delivery methods. It typically includes multiple content components and delivery methods based on what is best for the type of learning being designed." How do you know you're ready to go the blended learning route? The second job aid provides a number of questions to answer to help you decide, including ones about your organization's culture.

You know that smile sheets aren't the only—or necessarily, the best—way to evaluate your training. The "Post-Program Hybrid Evaluation Form Example" provides a template of questions you might ask your learners about the training, including the training's application to their job.

For talent development professionals who are just starting out with mobile learning, the "30-Day Learning Plan for M-Learning" provides a place to start. Become more familiar with mobile learning as a trainer before you develop mobile learning for your learners.

Are you revisiting your training, wanting to always improve upon your current program? The "Learning Program Vision Questionnaire" provides succinct, thought-provoking questions to ask yourself or members of your talent development

team, such as "When we look back on the program years from now, what stories will people tell about it?" and "How does the program tie into the organization's vision, mission, and values?"

Sometimes training is not the answer. But yet, you're being asked to deliver a training solution. The "Sample Implementation Planning and Execution Items" tool gives you a framework for thinking about the performance challenge. How will you work with stakeholders and become a strategic business partner with executives? This job aid will help get you there.

In "5 Questions for Great Presentation Visuals," Wendy Gates Corbett writes that "well-chosen, well-placed visuals reinforce your message better than text alone." If you're seeking to make your L&D program more compelling to your learners, add the appropriate visuals. "Which Idea or Concept to Visualize?" assists you in crafting a compelling, memorable message.

Action learning is an innovative, hands-on solution to many wicked problems that leaders must address. The "Road to Success With Action Learning" job aid, as author of the *TD at Work* issue Bea Carson notes, moves "your organization toward a more innovative, effective approach to problem solving."

Ready to move your training online? How long do you think it will take to translate current materials to the new format? The "Design Time Calculator" is an easy-to-use template for estimating the time for each step in the process.

The final tool in this collection puts the brain at the center of your webinar. Consider adding polls and quizzes, as well as music and regular stretch breaks, to keep your participants' brains engaged and learning!

## GAME DESIGN WORKSHEET

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Complete each section of this worksheet to build out the framework of the game.

### Analysis

Performance Goal: Describe the performance changes that will be seen on the job.

Audience Analysis: Describe who will be playing the game.

Player Situations: Describe the story that will be used to reflect what players do in their work environment.

Story Characters: Briefly describe the characters of the game.

Rule: List the basic rules to play the game.

How to Win: Describe how a player wins the game.

### Design

Gaming Elements: Check the elements to be used and briefly describe how they will be used.

- Game board
- Playing cards
- Random device (die or spinner)
- Story (conflict and resolution)
- Characters
- Reward
- Points
- Feedback
- Leaderboard
- Social interaction

## BLENDING LEARNING READINESS CHECKLIST

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Before you roll out your blended learning training design, make sure that you have reflected on the points in this checklist and are comfortable with your responses to each one. As you work through the design process, you may want to check this list to make sure you are where you want to be in terms of considering stakeholders and learners.

- You can easily articulate the performance need you're choosing to solve with blended learning.
- Your organization culture embraces a "Can we do this better?" mindset, combined with "Then let's start working on it."
- Your training team's input about training needs and solutions is valued and respected.
- You have the time to test the process and content for implementation.
- You have done due diligence on infrastructure needs and know or have the capacity to run or manage the required system.
- Your blended learning design includes planning for learner, instructor, and training department success.
- You have included stakeholders (learners, instructors, training staff, IT, managers) in the blended learning planning process.
- The organization learning culture supports learner engagement, self-directedness, and accountability.
- You have identified whether additional devices are needed or existing devices are adequate for the planned blended learning delivery method.
- You have identified a budget for training staff professional development (if needed for blended learning design and delivery), ongoing support, device acquisition or management, and so on.
- Your blended learning program plan links to employee development priorities and organization performance goals.
- You have identified blended learning administration, management, learner preparation, and instructor preparation needs.

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