

E-LEARNING DESIGN LAB

**21 OCTOBER – 9 DECEMBER 2022**

Personal Action Plan

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



REFLECTION: GOAL SETTING

WHAT ARE YOUR GOALS FOR THE COURSE?

As an initial reflection, what are 2-3 goals that you have for yourself for this course?

Write them below:

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WEEK 1 ACTIVITIES

DO YOU SPEAK E-LEARNING

**17 OCTOBER – 23 OCTOBER 2022**

What can e-learning offer you and/or your company? What e-learning forms and formats meet your needs? How sensitive are you to e-learning trends, buzzwords and common pitfalls? The first week of the training programme gets you up to speed with e-learning terms and trends. Curious to see how you will apply them to your own learning context.

1. What were the most important take-aways (new learnings) from this module?

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2) What in this module can I apply immediately in my work?

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WEEK 2 ACTIVITIES

DESIGN EFFECTIVE E-LEARNING JOURNEYS

**24 OCTOBER – 30 OCTOBER 2022**

In week 2, we take a closer look at the design of e-learning journeys. What makes an e-learning course good? How can you design an effective e-learning trajectory with the needs of your target group in mind? During this week, the focus is on ‘doing’ instead of ‘knowing’. You will create an action map to design an effective, target-oriented e-learning with emphasis on performance outcomes rather than content.

1. What were the most important take-aways (new learnings) from this module?

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WEEK 5 ACTIVITIES

DEVELOP INTERACTIVE E-LEARNING ACTIVITIES

**14 NOVEMBER – 20 NOVEMBER 2022**

It is time to develop your e-learning journey. What tools are available and how to use them well in development? You get guidelines to get more out of online tools to create interactive e-learning experiences. We also look at proven techniques such as storytelling and scenario-based learning. Which interactive online activities will you create?

1. What were the most important take-aways (new learnings) from this module?

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WEEK 6 ACTIVITIES

DELIVER AND FACILITATE ONLINE TRAININGS

**21 NOVEMBER – 27 NOVEMBER 2022**

Your e-learning programme has taken shape. How are you going to implement it in your organization? How do you facilitate online training and engage learners in online environments? What are the focus points for after-care and e-coaching? How to build a strong learning community?

1. What were the most important take-aways (new learnings) from this module?

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WEEK 7 ACTIVITIES

EVALUATION OF AND DURING E-LEARNING TRAJECTORIES

**28 NOVEMBER – 4 DECEMBER 2022**

In this week, we are closing the e-learning design circle. How to include evaluation criteria from the beginning, and how to monitor them during and after the e-learning journey. How can you evaluate whether the target group is achieving the performance goals? How to design and deliver good and relevant assessments and feedback? What to learn from the evaluation of the e-learning design process itself?

1. What were the most important take-aways (new learnings) from this module?

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ADDITIONAL NOTES FOR MY PERSONAL COACH:

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