

Friesen, Kaye and Associates

Scoping and Planning Program

Facilitated Online



Friesen, Kaye and Associates
The Experts in Knowledge Transfer
and Workplace Performance

Are you responsible for determining how much effort is required and how long it will take to develop a new learning and development program? If you have been asked to determine a development budget and work schedule, this program is essential for you. Participate in a live-facilitated virtual program led by an instructor who is a subject matter expert in scoping and planning learning solutions and conducting cost-benefit analysis. This dynamic program includes four (4), 2-hour sessions; work-based project application; FKA feedback and coaching as required.

Who Should Attend?

- Learning and HRD professionals who need to determine the development budget and assign work to the development team.
- Learning consultants who must estimate time and effort to develop multi-faceted solutions.
- Course developers who need to tell their managers how long it is going to take them to complete the course development work.

Four Key Benefits

1. Employ a structured method for estimating the duration of the training.
2. Use a proven workflow for planning your development activities.
3. Identify the cost associated with developing the learning solution.
4. Layout a development plan that fits in the available timeframe.

Post-Learning Sustainment

As a participant in an FKA program, you are entitled to complimentary Post-Learning Sustainment:

- Transfer Strategy: one-hour online, live-facilitated coaching session (2-3 weeks post program) to maximize and reinforce learning.
- One-Year Hotline: connect with our experts to discuss your learning initiatives, lessons learned, successes, challenges and best practices.

“Enjoyed every segment of the program. I am very impressed with the material and the facilitator. He Definitely is experienced in the subject matter and instruction as he did a great job engaging the audience and encouraging meaningful discussions.”

Adam Gladue, Syncrude

Scoping and Planning

Objectives

Upon successful completion of this program, you will be able to:

- Analyze the context for training interventions.
- Estimate course length.
- Select instructional strategies.
- Select evaluation methods to measure the success of training.
- Identify required resources for training interventions.
- Determine practical design ratios.
- Develop a project work plan.
- Conduct a cost-benefit analysis.
- Make Buy or Build training decisions.

Agenda

Live Session 1

Introduction

- What's Already Done?
- What Does Planning the Project Involve?
- Analyze the Training Context
- Introduce the ROI Calculator

Live Session 2

Training Solution Profile

- Estimating Course Length
- Choosing Instructional Strategies
- Levels of Evaluation

Live Session 3

Project Plan

- Resource Requirements
- Design/Development Ratios - Ideal and Practical
- Determining a Practical Design Ratio
- Mapping Effort to Time Available
- Project Milestones

Live Session 4

Cost-Benefit Analysis

- Determining the Cost of Training
- Cost Model Definitions
- Training Cost Calculator
- Simple Results Model
- Buy or Build
- Preliminary Training Plan

