

Resource Kit: Design an Effective Online Learning Programme

Critical Success Factors	Remarks
PRIMARY OBJECTIVE	
What will your learners take away from the programme	
Informational: <ul style="list-style-type: none"> <input type="checkbox"/> E.g. Corporate history <input type="checkbox"/> Onboarding of new staff 	
Performance-based: <ul style="list-style-type: none"> <input type="checkbox"/> E.g. Required to perform specific tasks <input type="checkbox"/> Performance related 	
How does this help: <ul style="list-style-type: none"> <input type="checkbox"/> What must be included <input type="checkbox"/> What to assess 	
LEARNERS' BACKGROUND	
What are your learners' educational and cultural background	
Educational: <ul style="list-style-type: none"> <input type="checkbox"/> Qualifications <input type="checkbox"/> Pre-requisites 	
Cultural: <ul style="list-style-type: none"> <input type="checkbox"/> What are some specific nuances <input type="checkbox"/> What are some culturally relevant examples 	
How does this help: <ul style="list-style-type: none"> <input type="checkbox"/> Design content that appeals to learners <input type="checkbox"/> Learning isn't too simple or too challenging 	

WHEN AND WHERE	
When and where will your learners be learning	
Office: <ul style="list-style-type: none"> <input type="checkbox"/> High-speed internet <input type="checkbox"/> Distractions 	
Home: <ul style="list-style-type: none"> <input type="checkbox"/> Slower internet speed <input type="checkbox"/> Comfort 	
Commute: <ul style="list-style-type: none"> <input type="checkbox"/> Consume learning on-the-go 	
On-the-job Training: <ul style="list-style-type: none"> <input type="checkbox"/> Consume learning in a just-in-time manner 	
How does this help: <ul style="list-style-type: none"> <input type="checkbox"/> What format your content should be <input type="checkbox"/> How long your content should be 	
KNOWLEDGE AND SKILLS	
How will the learning be applied to their work	
Knowledge and skills: <ol style="list-style-type: none"> 1. Job responsibility 2. What they must know 3. Tasks to perform 4. Knowledge and skills 	
How does this help: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that content will be relevant <input type="checkbox"/> How much to include in the content 	

TECHNICAL REQUIREMENTS	
What hardware or software is required	
Hardware <ul style="list-style-type: none"> <input type="checkbox"/> Laptops: bigger screens <input type="checkbox"/> Mobile devices: smaller screens 	
Software <ul style="list-style-type: none"> <input type="checkbox"/> What software do they need to download to facilitate learning <input type="checkbox"/> What apps are they required to download 	
How does this help: <ul style="list-style-type: none"> <input type="checkbox"/> What platform to use <input type="checkbox"/> How to present the content 	
LEARNING PREFERENCES	
What type of activities will appeal to your learners	
Style: <ul style="list-style-type: none"> <input type="checkbox"/> Lecture: downloading of information <input type="checkbox"/> Discussion: participants are required to share their insights 	
How does this help: <ul style="list-style-type: none"> <input type="checkbox"/> What activities to reinforce learning <input type="checkbox"/> Motivate learners to complete 	