

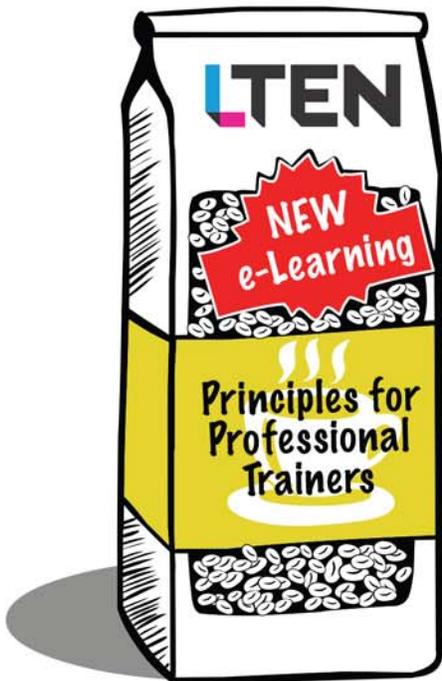


A new addition to the LTEN family of training programs

These interactive modules are:

These new e-learning modules

have been created to provide life science training and education professionals with the clarity, community, and career resources they need to excel in leadership and learning.



- Your Role as a New Life Science Trainer
- How to Work in a Corporate Environment
- Introduction to Instructional Design and ID Models
- Adult Learning Principles and Learning Styles
- Learning Styles and Modalities
- Learning Retention Strategies
- Determining the Best Delivery Approach
- Engagement Strategies
- Learning Measurement and Metrics Concepts
- Planning for Building a Workshop
- How to Work With a Learning Partner Supplier
- Time Management Strategies for Success
- Project Management Basics
- Performance Consulting



e-Learning Modules

These interactive modules are subject-specific, focused on skills you need as a life science educator and designed to provide on-the-spot practical information.

Each module runs approximately 15 minutes.



Action Guides Tools & Job Aids:

A summary of the key concepts, worksheets, and templates designed to empower the learner to apply their acquired knowledge and expand their training skills.

Each action guide is 3 to 5 pages long.



Coaching Tool Kit:

Designed for the coaches of the participants, these coaching guides include a quick synopsis of the key concepts for each topic, conversation starter questions and suggested activities.

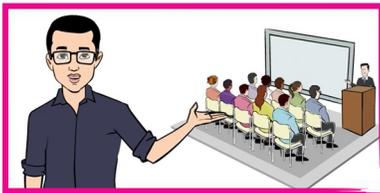
Each coaching tool kit is 3 to 5 pages long.



Your Role as a Life Science Trainer

The goal of this module is to:

- Explore the roles and responsibilities of a Life Science Trainer
- Provide a high-level overview of the key business partners with whom you'll be interacting
- Reflect on how to get started in your role
- Create a personal 30-60-90-day development plan



How to Work in a Corporate Environment

The goal of this module is to:

- Identify roles within the learning team and corporate matrix environments
- Understand how to navigate the Medical, Legal, and Regulatory (MLR) review process
- Incorporate best practices to create a collaborative environment



How to Work with a Supplier Partner

In this module, we'll explore

- Types of supplier partner interactions you can expect
- Supplier partner selection; both new and existing
- Master Service Agreements or MSAs
- How to generate a request for proposal or RFP
- The process to work through a project with a supplier partner that includes
- What is important to know
- Roles and responsibilities



Time Management Strategies for Success

In this module, find out how to:

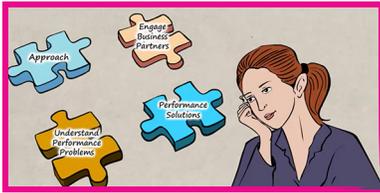
- Manage the events that can impact your calendar.
- Efficiently communicate with your key business partners, colleagues, and learners to manage productivity and time.
- Manage your time wisely using the communication tools available to you



Project Management

The goal of this module is to:

- Discuss strategies for an effective project leadership to bring a project to completion on time and within the budget.
- Explore how to prepare a project schedule that identifies milestones, key decision points, and the work effort for meeting the decision points.
- Categorize stakeholders' participation level to define responsibility for completing tasks or deliverables as defined using the RACI model.
- Describe communication methods for maintaining the project visibility and support from stakeholders and business partners.
- Identify a key output for each of the 4 phases of project management: initiate, plan, perform, and close.



Performance Consulting

The goal of this module is to:

- Explore the key differences between your roles as both a Life Science Trainer and a Life Science Performance Consultant.
- Learn how to conduct an analysis and facilitate discussion to understand the real business problems behind requests for business partners' solutions.
- Describe how to create training initiatives that align with key performance indicators of the business and support the organization's competency model



Introduction to Instructional Design and Design Models

The goal of this module is to:

- Discuss a systematic approach that ensures the education targets the desired performance results.
- Analyze the 3 components of a training needs analysis and use the results to guide the design and development process.
- Plan the learner experience with content and activities for experiential learning that reinforces desired performance outcomes.
- Discuss development considerations and the various levels of the review process for instructional materials and eLearning.
- Explore the collection of data on the value of instruction and the learner's experience using formative and summative evaluation methods



Adult Learning Principles and Learning Styles

The goal of this module is to:

- Review theories and principles of adult learning (andragogy)
- Discuss instructional tools and strategies to prevent limitations in learning
- Explore instructional strategies to become better equipped to design training that produces more effective results.



Learning Styles and Modalities

The goal of this module is to:

- Raise awareness of learning styles and inducing learner engagement
- Explore the use of instructional modalities to engage the learner.
- Discuss how to tailor learning events by using instructional modalities and strategies in a blended approach.



Learning Retention Strategies

The goal of this module is to:

- Explore how a person learns and how you can design training more effectively to achieve higher learner retention and avoid information overload.
- Discuss spaced learning and pull-through activities to strategically plan events for recall and retrieval to maintain the learners' long-term retention.



Determining the Best Delivery Approach

In this module we'll:

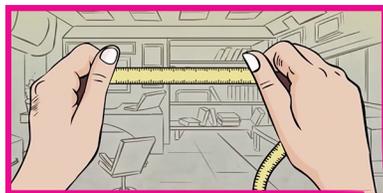
- Describe the overall business considerations that should guide your decisions on different delivery approaches.
- Provide an overview of the various delivery options including their advantages and disadvantages and best practices.



Participant Engagement Strategies

The goal of this module is to:

- Provide strategies to impart information so that the learner retains and applies the new knowledge or skill back on the job to change performance and increase business results
- Discuss communication strategies for content delivery with the intent for the learner to make a connection and achieve learning-to-performance results
- Explore active training strategies that provide the learner with opportunities to practice the expected performance
- Design activities for the learner to gain feedback and reflect on the training experience to induce a greater meaning that will impact on-the-job performance



Learning Measurement & Metrics Concepts

In this module, we'll discuss key concepts such as:

- Formative and summative evaluations, which are critical steps in the Instructional Systems Design (ISD) approach in designing and developing learning
- The Kirkpatrick 4 Level of Evaluation model that helps you identify the 4 types of summative learning evaluations
- The important connection between learning objectives and learning evaluations
- Common approaches for conducting formative and summative evaluations
- Key concepts for analyzing evaluation results
- Communicating evaluation results to stakeholders



Planning for Building a Workshop

In this module, we'll explore items such as:

- Workshop goals
- How to determine learning objectives
- Pre-work and post-workshop pull through
- Selection of delivery modalities and factors impacting the selection decision
- Global considerations
- Design considerations for interactivity to support the learning objectives
- The review process
- Workshop evaluation methods