

# 5 steps to create a successful online training program



We don't always "get it right" the first time around. That's why, as Admins and Course Facilitators continue to offer Online Learning options, it's important for them to step back and ASSESS what's working and what's not working from time to time. Fortunately, having customizable course building features, cloning tools, or the ability to manage settings, helps these key leaders make adjustments to their Online Programs as they re-evaluate and deploy ongoing learning to their users for future success.

**Use the checklist below to get your team started in asking the right questions:**

## 1. Review the results.

- What was the completion rate?
- What was the average score on tests?
- What did the feedback say?

## 2. How can you make it more engaging next time?

- Did users get "stuck" on a particular lesson or test question?
- Usage per Application?
- Participation – Discussion Posts/Comments?