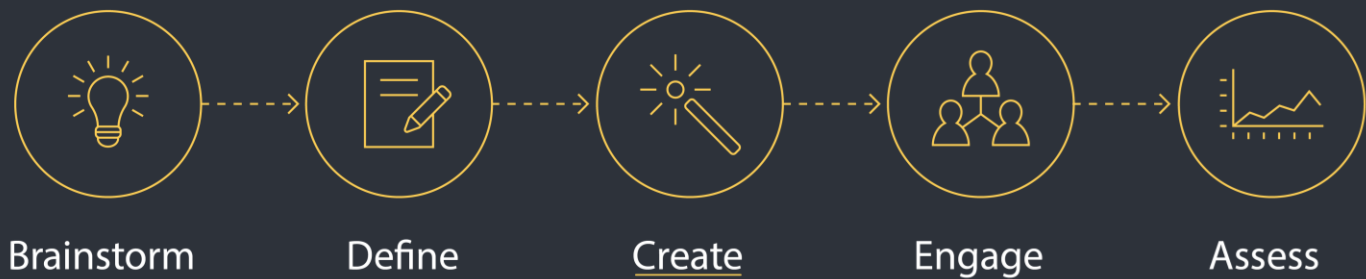


# 5 steps to create a successful online training program



Most people assume that creativity happens all at once, and all of a sudden. That's not usually the case. We have found that successful CREATION, when it comes to Content, is often achieved by generating bite-sized ideas that are pieced together a little at a time until a bigger picture is formed.

Use the checklist below to get your team started:

## 1. Storyboard your steps with the step-by-step for each lesson item.

- Getting Started – how to navigate the course and who to contact with questions
  - Lesson Item 1: Please contact Lisa Smith at lsmith@company.com with any questions or concerns.
  - Lesson Item 2: Review the attached PDF with information on how to navigate the course menus. (This includes screenshots of the top level menu and course menu providing information on each menu item and where it takes you.)
  - Lesson Item 3: Watch the video below to learn how to access your course activities in lessons. (This video show users the steps to navigate to lessons: Courses > Lessons > Lesson Item.)

## 2. Setup your steps with the step-by-step instructions in your LMS.

- Upload files (PDF, PowerPoint, etc.) into your LMS Resources
- Add Getting Started Lesson and description
- Add Lesson Item 1 title, text box with content
- Add Lesson Item 2 title, instructions, attach PDF
- Add Lesson Item 3 title, instructions, embed video