

# 5 steps to create a successful online training program



Taking the time to further DEFINE the “Why” behind their Training is a necessary step in launching Course designers toward developing focused and targeted content for their learners.

Use the checklist below to get your team started:

## 1. What is your topic?

- The purpose of this course is to help new employees understand the company mission, policies and procedures, and available resources.

## 2. Course objectives - upon completion of this course users will be able to:

- Describe the company’s mission
- Apply company policies and procedures
- Describe the available resources for users

## 3. Outline course

- Getting Started – how to navigate the course and who to contact with questions
- Lesson One: Who is ABC Company?
  - What is the mission
  - Describing the company culture
- Lesson Two: Policies and Procedures
  - Where to find
  - Who to contact

## 4. What type of content is best for each of your topics?

- Company mission – video with introduction from company president, graphic with company mission and interviews from employees explaining what the company mission means to them