

BLENDDED LEARNING DO'S & DON'TS FOR COMMUNITY TRAINING



- ✓ **Do** sell blended training on your website.

No website, you say? On the contrary! Your Otis system provides you with a simple website builder. Call our tech support department at 877.440.6049 to get started.

- ✓ **Do** require full class payment at time of sale.

You know how it goes; it's easy to skip something you haven't laid out any cash for. Paying in advance is always good motivation and will help get those students into your skills practice and evaluation sessions.

- ✓ **Do** offer regularly scheduled skills practice and evaluation sessions.

Students can check out your calendar and choose a session that works for them, and that's easier to plan for when choosing from a consistent schedule.

- ✓ **Don't** offer one-on-one skills practice and evaluation sessions unless heavily compensated.

That "Please make an exception, I'm so busy" request you sometimes get? That's a deal-breaker. Check out the math!

ETC Instructor Value Calculator: One BFA/CPR/AED class at \$75 per person for 10 people lasting 5-6 hours = \$750 or at least \$150/hour. Why would you do a one-hour, one-on-one skills practice and evaluation session for anything less?

Plus, one-on-one skills sessions don't make for good learning. Many of the skills covered require the presence of a second person to play the injured person. You can't do that and run the class at the same time.

- ✓ **Do** input students' first name, last name, and email address into Otis prior to sending a student the link to their online class.

Added Otis bonus! If you are using your Otis website manager, it automatically inputs the info for you and charges the student's credit card.

- ✓ **Do** review and flag the course's student handbook for the pages you will refer to prior to doing your skills practice and evaluation sessions.

Being prepared = making the most of your time. A win-win.

- ✓ **Don't** schedule skills practice and evaluation sessions for anyone who hasn't successfully completed the online portion.

Use Otis to send reminders to students and ensure those signed up for your skill session are ready to go.

- ✓ **Don't** provide refunds for any portion of the class once a student uses their blended credit.

Making this clear when you promote the class will motivate your students to commit.

- ✓ **Do** bring a **LOOP CPR skills game** to make the session more fun. (www.loopcpr.com)

**Need to learn more about blended?
We have some resources for you!**

Download our *Five Easy Steps to Blended Learning* eBook

hsi.com/blended-ebook

See our January 26, 2013 blog post "*Blended Learning or Classroom Training - Are Both Equally Effective?*"

hsi.com/blog/blended-vs-classroom

