All About Blended in Just 30 Minutes

an HSI webinar

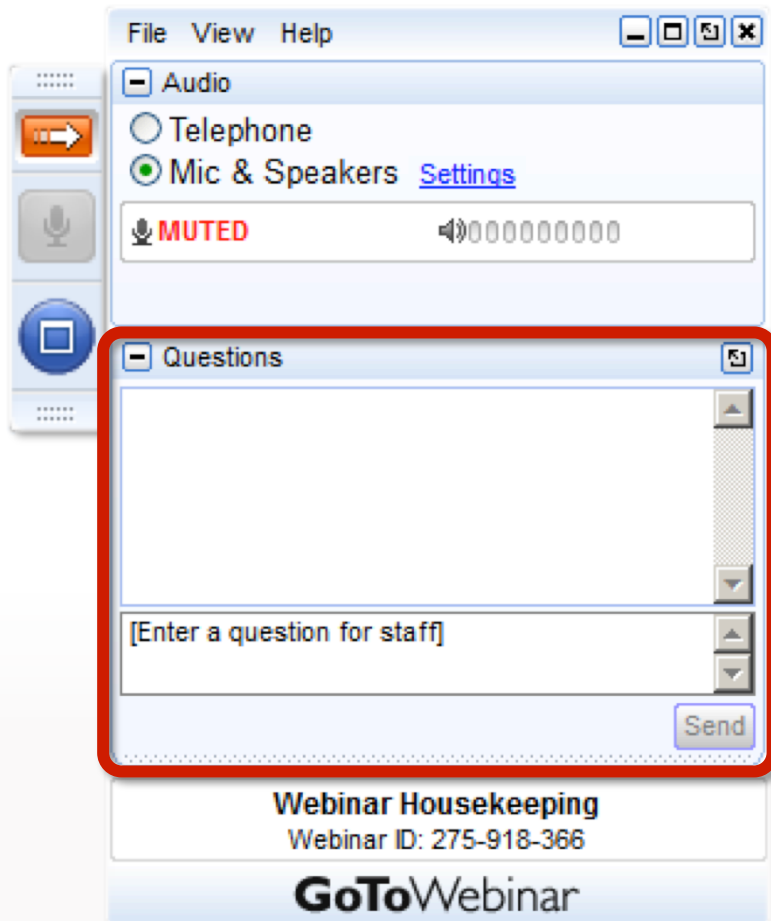**Presenter:**
Steve Barnett, VP Sales Operations
sbarnett@hsi.com

Moderator:
Sara Wesche, VP Marketing
swesche@hsi.com

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Questions?

Please enter your questions in the questions box on the Go to Webinar control panel. They will be collected and addressed at the end of the webinar presentation.

Your Participation

- Please submit your text questions using the Questions Panel

- For further support, please email swesche@hsi.com

Note: Today's presentation is being recorded and will be made available to attendees and the public.

Agenda

✓ What blended learning is… and what it's not

✓ Why blended learning

✓ Five steps for implementing blended learning

✓ Additional resources

✓ Q & A

What Blended Learning Is...

- ✓ A way to engage students who have limited time for training

- ✓ Students can access online course materials from any computer at any time

- ✓ Students complete the training with instructor-led, in class skills sessions

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What Blended Learning Isn't...

X Shouldn't be confused with "online only" courses

X "Online only" courses do not include hands-on skills assessment

X HSI, ASHI and MEDIC First Aid <u>do not endorse or offer</u> online only certification courses

X OSHA states that online training alone does not meet requirements

Why Blended Learning?

- Appeals to adult learners – self-directed learning

- Offers employers flexible, convenient scheduling; efficiencies with reduced in-class time

- Potential cost savings for employers

- Potential revenue generator for Entrepreneurial Training Centers - ability to train more students in one day

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Easy Administration through Otis™

- ✓ Purchase blended learning credits

- ✓ Maintain records and manage rosters

- ✓ Notify students with automated enrollment and reminder e-mails

- ✓ Track students' online progress with status updates

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5 Steps for Implementing in Your Training Center

1. Pre-class online administration preparation

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1. Pre-class online administration preparation

2. The online class student experience

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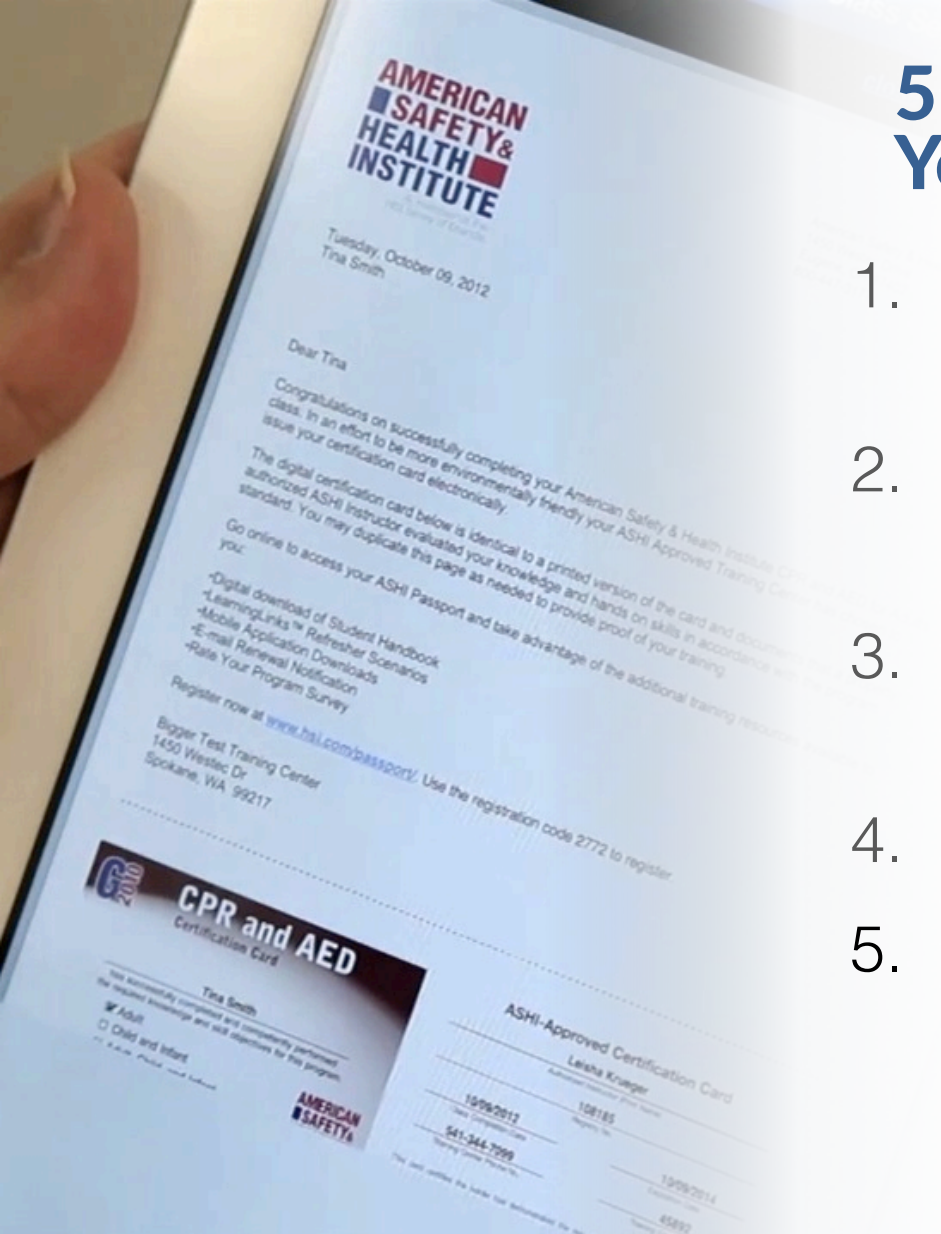
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3. Mid-session admin – tracking and prep for skills session

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4. Skills practice and evaluation

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4. Skills practice and evaluation

5. Class wrap-up

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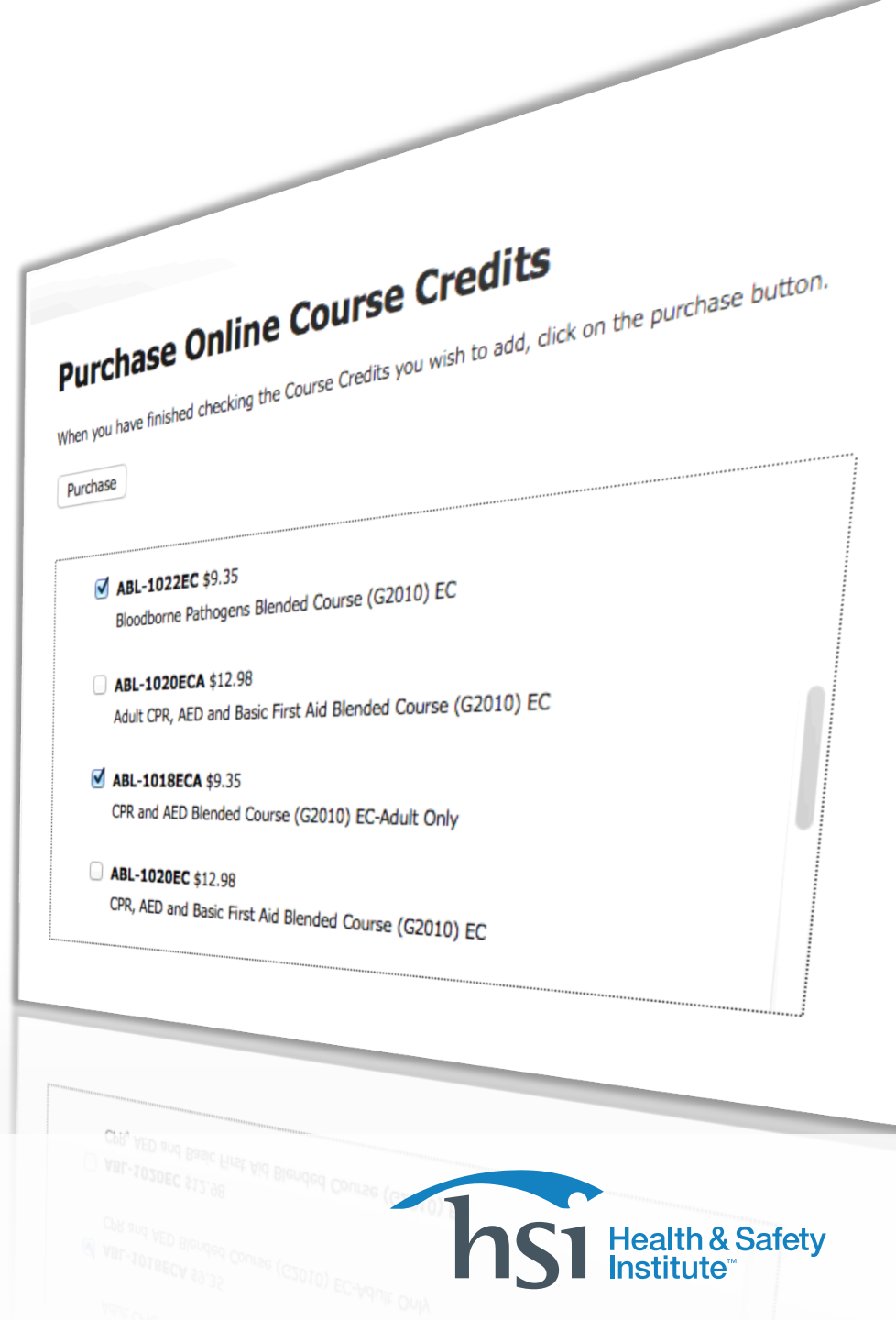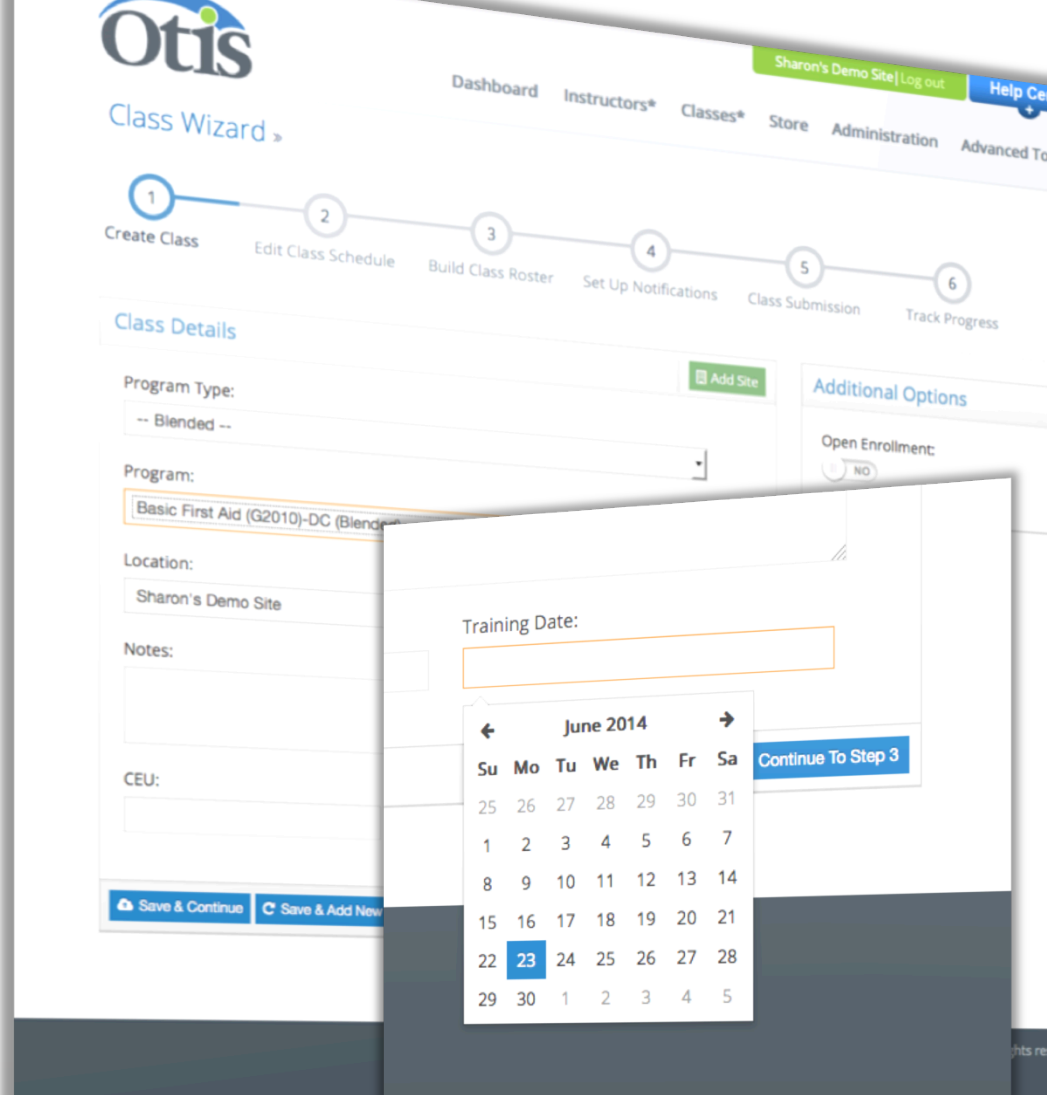
Pre-Class Online Administration

Four steps to preparing to offer a blended learning course:

1. Purchasing blended learning credits

Purchase Online Course Credits

When you have finished checking the Course Credits you wish to add, click on the purchase button.

Purchase

☑ **ABL-1022EC** $9.35
Bloodborne Pathogens Blended Course (G2010) EC

☐ **ABL-1020ECA** $12.98
Adult CPR, AED and Basic First Aid Blended Course (G2010) EC

☑ **ABL-1018ECA** $9.35
CPR and AED Blended Course (G2010) EC-Adult Only

☐ **ABL-1020EC** $12.98
CPR, AED and Basic First Aid Blended Course (G2010) EC
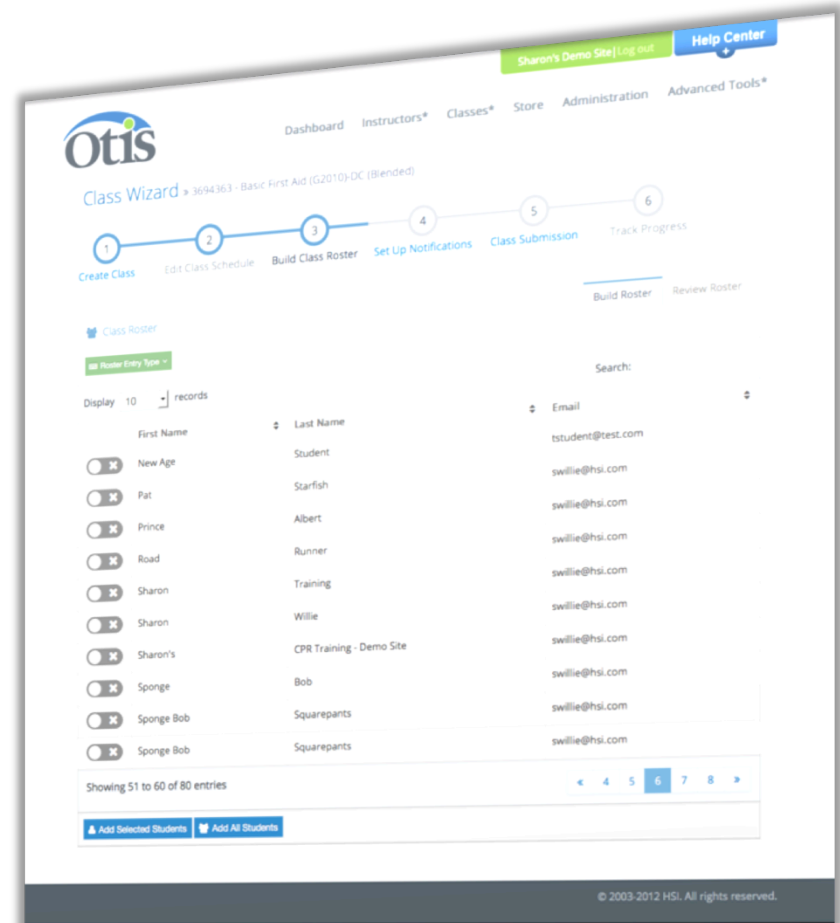
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Pre-Class Online Administration

Four steps to preparing to offer a blended learning course:

1. Purchasing blended learning credits

2. Scheduling a class

Pre-Class Online Administration

Four steps to preparing to offer a blended learning course:

1. Purchasing blended learning credits

2. Scheduling a class

3. Enrolling your students

Pre-Class Online Administration

Four steps to preparing to offer a blended learning course:

1. Purchasing blended learning credits

2. Scheduling a class

3. Enrolling your students

4. Sending your students email notifications
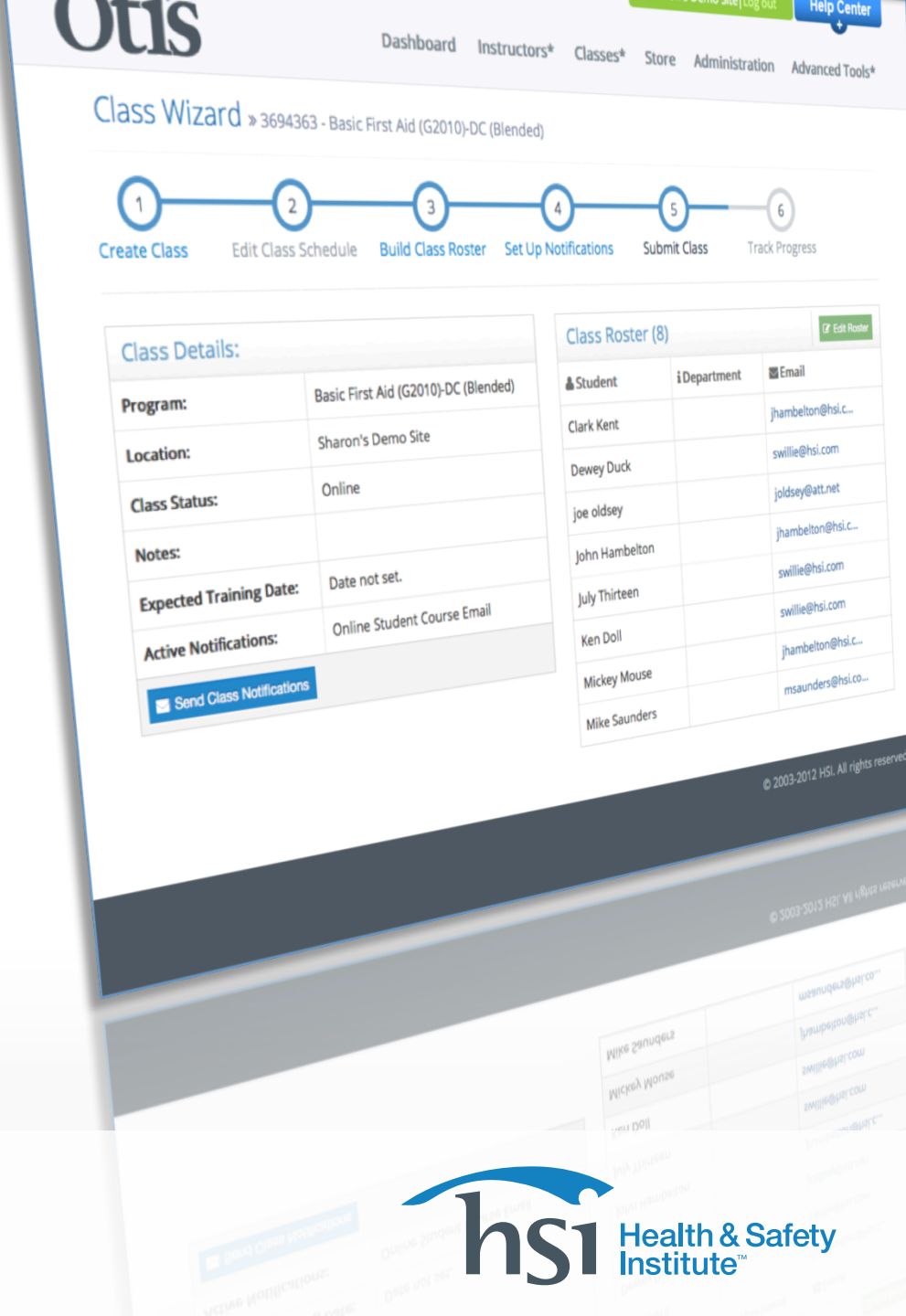
Pre-Class Online Administration

Want to see the whole process in detail?

Visit
Administration >> Otis Learning >> Webinars
and select the webinar recording:
"Blended Learning and Digital Certificates"

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CLICK HERE

Otis

Dashboard   Instructors*   Classes*   Store   Administration

Otis Learning	Approval	Documents	Email Admin	Profile
Free and assigned online training courses	Approval, Acceptance, and Accreditation	Storage center for your TC documents	Add/edit custom emails	Edit profile, bio, and options

Digital Resource Kit — How to access your Digital Resource Kits.

Store

Store - Credit Cards	How to add a new credit card for future use.
Store - Member Home	How to access member home which includes order tracking and order histroy.
Store - Order History	How to locate invoice copies via Order History
Store - Quick Orders	Ordering frequently used items
Store - Saved Orders	How to save orders for future release.

Webinar

Loop Learning System Webinar	Loop-There it is! The world's first game-based CPR skills practice system!
Recorded Webinar - Blended Learning and Digital Certificates	How to set up a blended learning class and issue digital certificates.
Recorded Webinar - Completing an Online Instructor Application	How to complete an online instructor application.
Recorded Webinar - Otis Administration Tools	An overview of the Otis Administration Tools
Recorded Webinar - Otis Advanced Tools	An overview of the advanced tools available in Otis.
Recorded Webinar - Otis Advanced: How to Create a Website	Overview of how to create a website in using Otis.
Recorded Webinar - Otis Overview for New Users	An overview of Otis for new users.

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Pre-Class Online Administration

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CLICK HERE

WEBINAR HERE

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The Online Class Student Experience

- Students access course via link in email notification received from Otis

- Students have 24/7 access – ability to start and stop at their convenience

- Otis learning platform provides consistent and structured approach for delivering content

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The Online Class Student Experience

- Online course content delivered via video and PowerPoint-style slides to improve engagement/learning

- Built-in library function with additional information

- Knowledge review questions at end of each module to confirm that students are capturing the information

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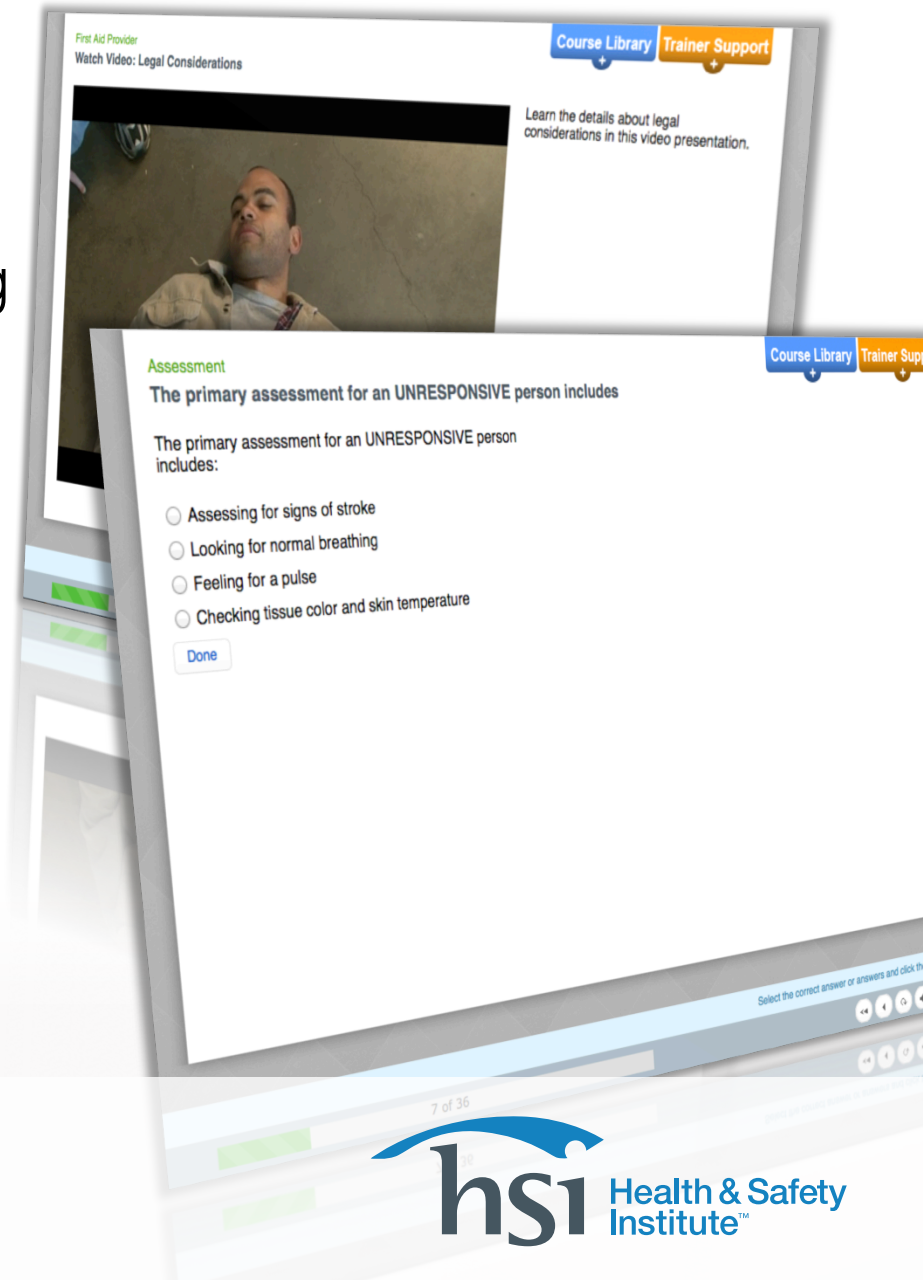
Mid-Session Administration

- Track students' progress as they move through the course

- Resend notifications or escalate to supervisors for students who have not begun their course

- Set up the required skills session using the Otis class wizard
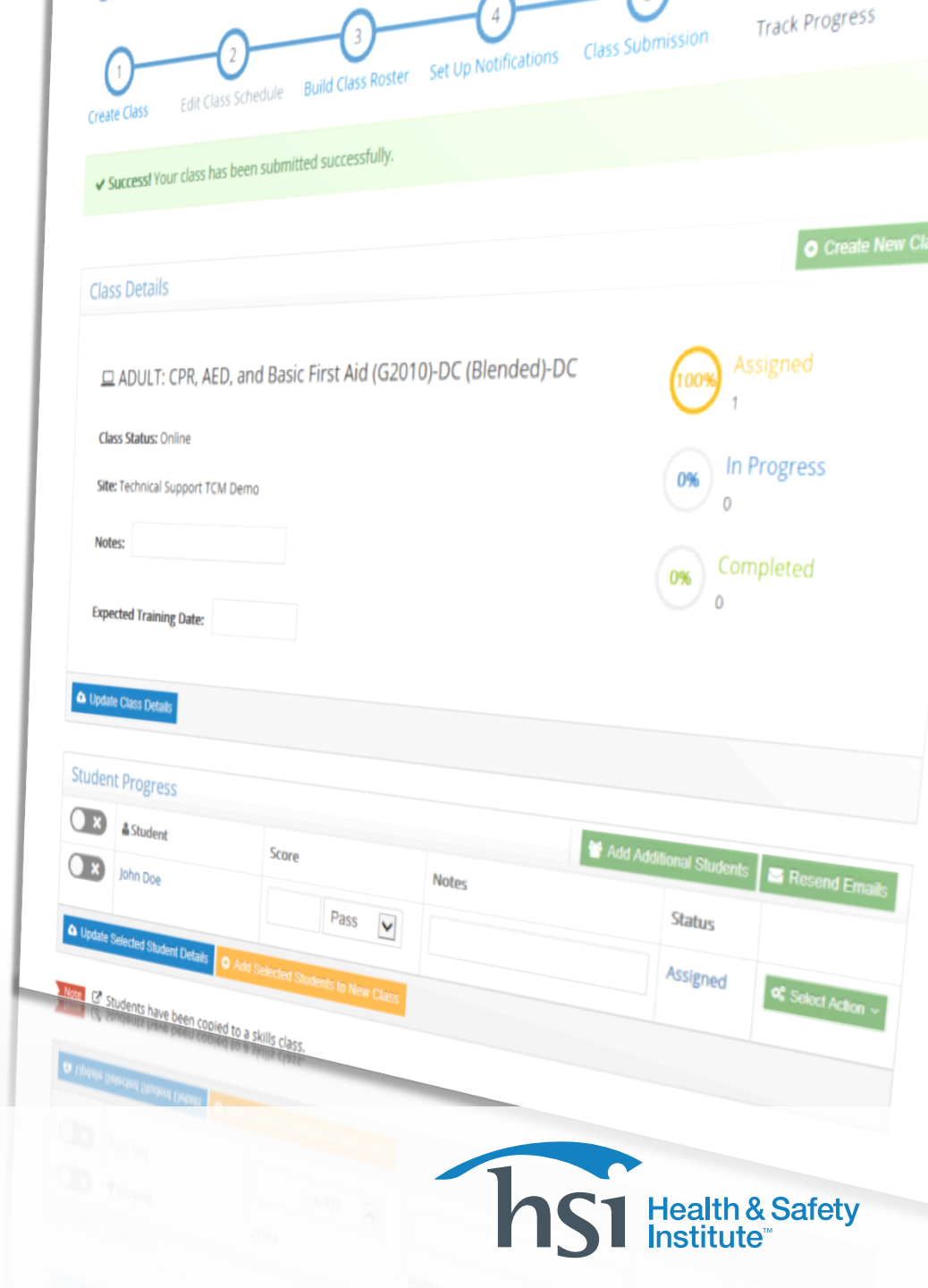
Skills Practice and Evaluation

A blended learning class <u>MUST</u> include a hands-on skills practice

✓ Must focus on skill learning objectives listed in Instructor Guide

✓ Session covers same skill activities as traditional classroom class

✓ Allow skills practice time for students
Creates a memorable, confidence-building experience

✓ Can include one or two students, or up to 10-12

Skills Practice and Evaluation

A blended learning class <u>MUST</u> include a hands-on skills practice

- ✓ Skills ***PRACTICE*** & ***EVALUATION*** Session

- ✓ Not a Skills "Check Off"
  Unless using the individual challenge option

- ✓ Must perform all required skills competently without assistance

- ✓ This should be no different than traditional classroom class

Skills Practice and Evaluation

Equipment and Supplies
Same as traditional classroom class

- ✓ Manikins
- ✓ AED Training Devices
- ✓ Gloves
- ✓ CPR Shields/Masks
- ✓ Bandaging Supplies, etc.
- ✓ Skill Guides/Student Books
- ✓ Certification Cards

- ✓ Support Documents
  - o Roster/Class Record
  - o Performance Evaluation (if used)
  - o Exam/Answer Key (if used)
  - o RYP Class Evaluation
  - o Blended IG Supplement

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Skills Practice and Evaluation
Skill Segments

Visit the administration **section in Otis for these helpful blended learning supplemental documents:**

Documents > General Documents >Curriculum/Program Tool > Blended Training Documents

MEDIC First Aid — Blended Training Instructor G...
BasicPlus CPR, AED, and...

Required BasicPlus Skill Practice Segments

Skill Practice Segment	Instruc...
Removing Contaminated Gloves	Pag...
Chest Compressions	Pag...
Rescue Breaths — CPR Mask and/or CPR Shield	Pag...
Primary Assessment — Unresponsive Person	Pag...
Unresponsive and Breathing — Recovery Position (optional)	P...
Unresponsive and Not Breathing — CPR	P...
Using an AED (optional)	P...
Choking (optional)	
Primary Assessment — Responsive Person	
Secondary Assessment (optional)	
Control of Bleeding	
Using a Commercial Tourniquet (optional)	
Using an Improvised Tourniquet (optional)	
Using an Improvised Restriction	
Spinal Motion Restriction	
Painful, Deformed Limb	
Rigid Splint (optional)	
Metered-Dose	
Using an EpiPe...	

AMERICAN SAFETY & HEALTH INSTITUTE — Blended Training Instructor Guide Supplement
CPR, AED, and Basic First Aid

ASHI CPR, AED, and Basic First Aid Practice Segments

Segments	Instructor Guide	Student Guide
Removing Contaminated Gloves	C-21	6
Chest Compressions (for covered ages)	C-26	12
Rescue Breaths — CPR Mask and/or CPR Shield	C-28	13–14
Primary Assessment — Unresponsive Person	C-30	15
Unresponsive and Breathing — Recovery Position (optional)	C-32	17
Unresponsive and Not Breathing — CPR (for covered ages)	C-35	18–20
Using an AED (optional)	C-39	23–24
Choking (optional)	C-44	28–30
Primary Assessment — Responsive Person	B-27	33
Secondary Assessment (optional)	B-29	34
Control of Bleeding	B-31	38
Using a Commercial Tourniquet (optional)	B-34	Handouts
Using an Improvised Tourniquet (optional)	B-34	Handouts
Spinal Motion Restriction	B-43	41
Swollen, Painful, Deformed Limb	B-46	
Using an Improvised Rigid Splint (optional)	B-48	42
Using a Metered-Dose Inhaler (optional)	B-66	
Using a Nebulizer (optional)	B-66	Handouts
Using an EpiPen® Auto-Injector (...	B-68	

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Skills Practice and Evaluation

Skill Session - Group

ASHI

Basic format for each skill segment:

- ✓ Identify Skill Guide for practice
- ✓ Perform Whole-Part-Whole demonstration of skill
- ✓ Allow adequate time for students to practice the skill
- ✓ Wrap up; ask for and briefly answer any questions
- ✓ Assess for competent performance just as traditional class

MEDIC First Aid

Basic format for each skill segment:

- ✓ Identify Student Guide page(s) for practice
- ✓ Ask for and briefly answer any questions
- ✓ Perform Real-time Demonstration of skill
- ✓ If necessary, demonstrate again with explanation
- ✓ Conduct the Small Group Practice
- ✓ Assess for reasonable performance just as traditional class

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Skills Practice and Evaluation

Skill Session - Individual

ASHI

Basic format for each skill segment:

- ✓ The basic format for each skill segment is same as group

- ✓ Guided practice, not simply a "check-off"

- ✓ Assess for competent performance

MEDIC First Aid

Basic format for each skill segment:

- ✓ The basic format for each skill segment is same as group

- ✓ Instructor plays role of coach; manikin role of patient

- ✓ Guided practice, not simply a "check-off"

- ✓ Assess for reasonable performance just as traditional class

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Skills Practice and Evaluation

Skill Session – Individual Challenge

- ✓ Experienced students can challenge skill segments

- ✓ Must demonstrate reasonable performance with no assistance using Performance Evaluations

- ✓ Challengers use online class and student book to prepare

- ✓ If cannot pass challenge – retry at future date after review, or go through guided practice for individuals

- ✓ Details of Challenge in Instructor Guide

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Skills Practice and Evaluation

Segmentation and Flexibility

- Designed for new learners or returning students who have not practiced in some time

- Instructors can extend, shorten, skim, or combine skills, but cannot eliminate skills

- Must reach goal of verifying reasonable performance for each skill

Written Evaluation

- Exams conducted same as traditional classroom class

- Take precaution to prevent cheating

- Allow adequate time to complete

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Class Wrap-Up

To successfully complete a blended learning course:

✓ Student must meet both online and hands-on skills practice/evaluation requirements

✓ Certification cards available in print or digital formats
- Digital cards are either printed by instructor or emailed
- Students retain access to digital record for duration of certification period

✓ Online admin system tracks expiration dates – allows records to be exported if desired

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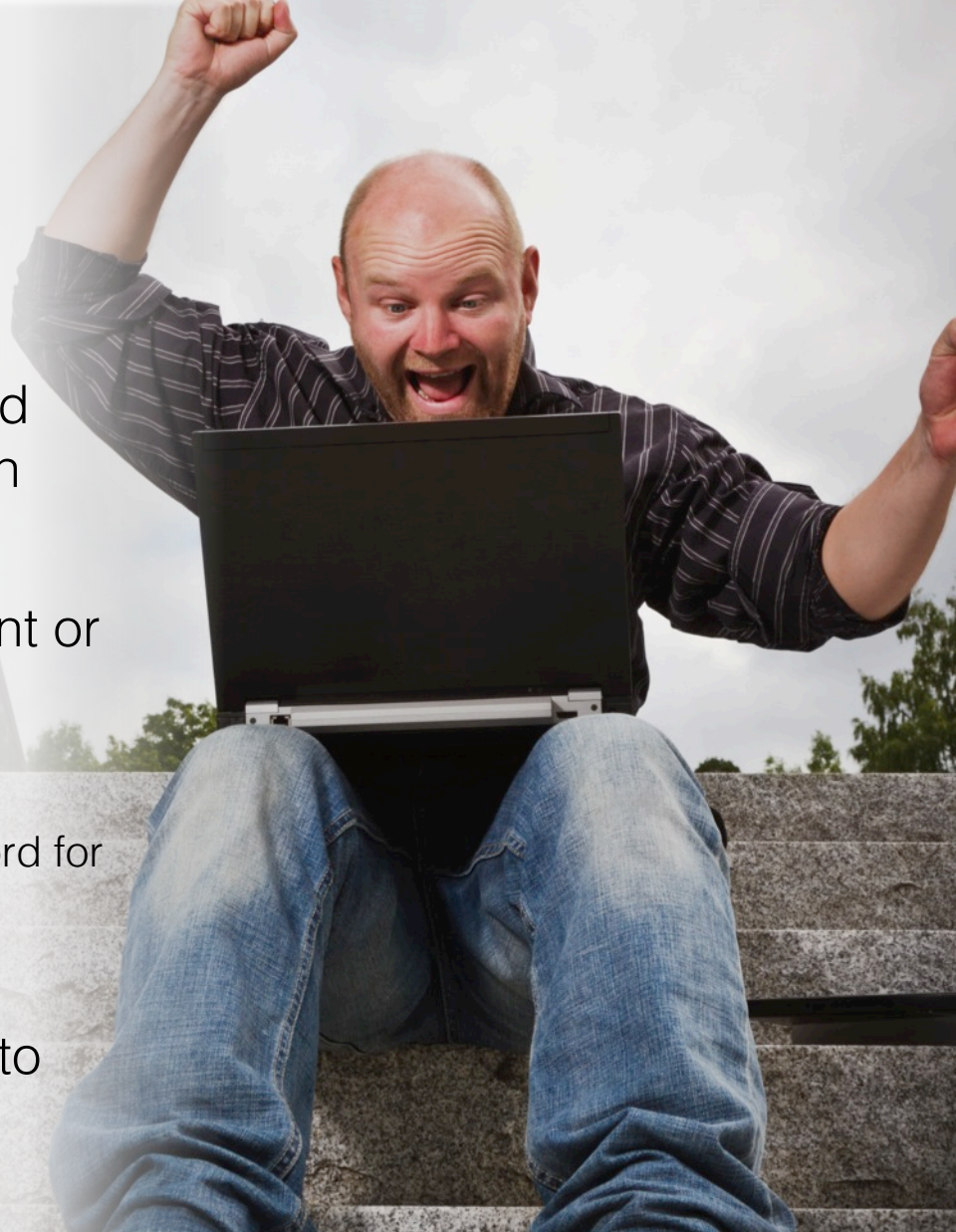
Class Wrap-Up

Finalize class paperwork

- ✓ Performance Evaluations (if used)

- ✓ Written Evaluation (if used)

- ✓ Class Roster/Student Record

- ✓ RYP Class Evaluation

Complete and distribute certification cards – print or digital

- ✓ Submit roster in Otis to issue digital certification cards
  Digital card can then be printed and given to student or emailed

Additional Resources

- 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/blended-blog

- Download *"Blended Learning Do's and Don'ts"* – includes tips for successful blended learning in your TC
  Otis > Administration > Documents > General Documents > Marketing Tools > Program Flyers

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QUESTIONS?

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