

# BLENDED LEARNING DO'S & DON'TS FOR YOUR CORPORATE TRAINING CENTER

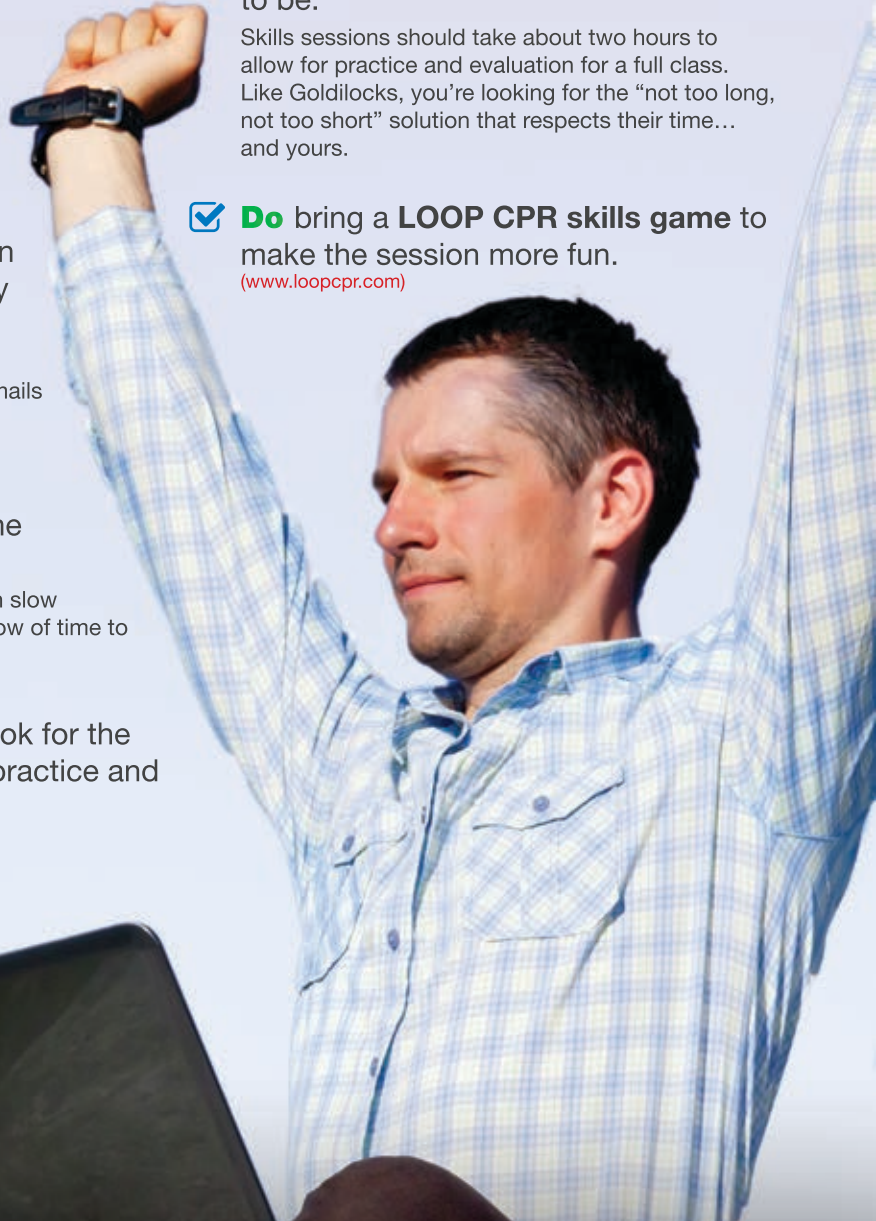


- ✓ **Do** input students' first name, last name, and email address into Otis™ prior to sending the notification email to the workplace administrator and the emails to your students with the link to their online class.
- ✓ **Do** use Otis to monitor when employees have finished their online portion.
- ✓ **Don't** schedule the skills practice and evaluation session until all the employees have successfully completed the online portion.  
Offering a skills session to unprepared students means wasted company time. Otis bonus! — The system can send reminder emails to help students make their deadlines.
- ✓ **Do** factor in enough time for your students to complete the online portion before scheduling the skills practice and evaluation session.  
Varied shift times, offsite work, and limited computer access can slow things down, so the online portion might need a little extra window of time to ensure everyone gets done.
- ✓ **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.

- ✓ **Don't** make the skills practice and evaluation session longer than it needs to be.

Skills sessions should take about two hours to allow for practice and evaluation for a full class. Like Goldilocks, you're looking for the "not too long, not too short" solution that respects their time... and yours.

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



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about blended?**

**We have some resources for you!**

Download our *Five Easy Steps to Blended Learning* eBook

[hsi.com/blended-ebook](http://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](http://hsi.com/blog/blended-vs-classroom)