

# LIVE to VILT Conversion Process

## Create a strategic conversion plan

1

### Prioritize training to convert

Limited time and resources require that we be choosy and strategic about what we convert first, second, third, etc. Step one is to decide on your priorities.

2

### Identify optimum format

Online learning isn't one thing, it's many things, from voiced over PowerPoints, to live instructor-led training, to academic-style courses, and so on. Not every format is suited for every learning goal. Step two is to choose the optimal format.

## Convert Content

6

### Assess impact

Step back, examine what worked, what didn't, revise, and release before moving on to the next conversion priority.

3

### Transition learning activities

Bringing a course online doesn't require getting rid of engaging activities. But it does mean getting creative with what your technology has to offer and the media you have at your disposal.

4

### Create support materials

Yes, you'll need a PowerPoint. But would you stop there for live workshops? Then you shouldn't for your online learning programs either. Again, this means designing for your technology.

5

### Deliver your training

Delivering VILT training relies on many skills from the classroom and many new ones. The final step is to deliver (or launch) the training.

Let us help you put the process into action!  
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