Introduction to the Training Development Plan for Blended Learning Approaches

*This Training Development Plan for Blended Learning Approaches template developed for a course on designing Blended Learning Approaches. These instructions are written to participants in that course but are also useful for those using the resources in a self-directed mode. Additional valuable guidance is offered in the **TDP Template for Blended Learning for Coaches**. This version was written with instructions for grading for use by the facilitators of the course, but also useful coaching for those developing a plan on their own.*

Your main assignment is to complete a Training Development Plan, or what we affectionately call a TDP. This is a useful tool to help plan any form of training. It helps you document and analyze information about the purpose of the training, and also your decisions about the design. In this way, it also functions as a project management guide. It can be useful for getting buy-in for a project by showing that detailed and logical planning has taken place, which means the training is more likely to be successful.

You will build the TDP incrementally, and turn it is as an assignment a total of 5 times--twice in the Pre-Course, and 3 more times during the Course in Units 1, 2, and 5. Each time, you will add new sections and revise the previous ones, if necessary based on the grading comments provided by your coach.

For the first assignment, which is required during the pre-course phase by **19 April,** you will need to decide the topic of your project, and describe clearly in the **Title, Overview**, and **Audience Description** sections. This will help us to assign you a Coach. These sections begin to establish the needs and constraints for the training, but there is more background information you will need to provide at the end of the pre-course.

In the next sections, which are due by **26 April** as Training Development Plan #1, ask you to describe additional background about the training. First, you must tell us WHY you are conducting the training. You will explain this by describing the **Expected Impacts**, or the goals for your organization (or those of the learner's organizations, if they do not work in your own) that makes the training a priority. The **Learning Needs** will describe more specifically what knowledge and skills the individuals require to learn, and how you know they need to learn these. (Did you conduct a needs assessment? Do learners have to be certified to meet certain competencies requirements?, etc.) Finally, and probably most importantly, you need to write your intended **Learning Outcomes**. These describe specifically what you expect learners to be able to do after the training. You will read several resources in the Pre-Course to help you know how to write the Learning Outcomes.

When you add the next sections, TDP#2, which is due on **5 May**, you are beginning to make your high-level training decisions. You will determine the **Content Scope**, carefully considering your intended Learning Outcomes, and also considering what CANNOT be covered. You will finally begin to apply blended-learning in the next section on **Learning**

Solutions and Delivery Modes. Will this be formal training? If so, will be be online, or in the classroom? Finally, you will also consider which **Learning Strategies** will guide you in creating a training plan that meets the Learning Outcomes.

At the end of Unit 2, you will submit TDP#3 by **12 May**. Here you will describe how you will blend the **Learning Activities** that use the Learning Strategies you chose previously. These are the more specific and unique events of the course, so now you are beginning to be much more tangible in your planning. When you next describe your **Learning Assessment** plan, you will consider how to assess learning both during and at the end of the course to help learners know their progress, and how to improve.

The final draft of your plan, TDP#5, is not due until the end of Unit 5, or on **2 June**. Here you will provide the big picture of your blended learning plan, using a **Training Storyboard** template we will recommend or another method you can choose. We hope this will be a fun assignment, and rewarding to see all your planning efforts visualized at once. The last required section, **Learning Resources and Tools**, will ask you to consider what need to accomplish your plan.

Some additional sections follow that you will want to address before you consider the plan complete. But these will not be graded in this course.