



# **Best-Practice Guide: Transitioning to Blended Learning**

## **Conduct a training needs assessment**

- ☐ Determine if the blended learning format is suitable for all trainees and for the training needs.
- ☐ Determine if trainees have access to the required technology and resources.
- ☐ Identify any additional training needs.

## **Design effective online learning materials**

- ☐ Design materials that align with the learning objectives of the course.
- ☐ Use multimedia tools such as videos, interactive quizzes, and online simulations.
- ☐ Ensure the materials are accessible to all trainees, including those with disabilities.

## **Ensure technical compatibility**

- ☐ Ensure that all trainees have a stable internet connection and a computer or device to participate in the training.
- ☐ Provide guidance and support for technical issues that will arise.
- ☐ Consider increasing IT support during training implementation.

## **Develop a communication plan**

- ☐ Develop a communication plan that outlines how the trainer will communicate with the trainees.
- ☐ Establish the frequency and channels of communication to be used.

## **Personalize the learning experience**

- ☐ Provide trainees with access to additional resources and materials that cater to their individual learning needs.
- ☐ Use assessments to tailor the learning experience to the trainees' strengths and weaknesses.

## **Facilitate collaborative learning**

- ☐ Use online discussion forums to facilitate communication and collaboration among trainees.

- ☐ Provide clear prompts or discussion questions that encourage students to share their experiences and perspectives.
- ☐ Provide opportunities for peer feedback.
- ☐ Use multimedia tools, such as videos and podcasts, to promote discussion and engagement among trainees.

## **Monitor progress and provide feedback**

- ☐ Monitor the progress of the trainees and provide feedback to ensure they are on track.
- ☐ Provide guidance and support to trainees who may have difficulty adjusting to the blended learning format.

## **Evaluate the program**

- ☐ Collect feedback from trainees to evaluate the effectiveness of the program.
- ☐ Use the feedback to make improvements to the program.