



# SCHOOL OF LANGUAGES AND EDUCATION

- Design and Develop Professional Online Training (with an option for e-learning project consultation)
- Essential Tools and Tricks for Online Course Development

# TRAINER'S PROFILE

## **TEH YEE LIN**

Yee Lin is a people developer who is dedicated to helping learners and organisations achieve business success. She has more than 15 years of experience in skills training and e-learning development. Yee Lin began her career as a Learning Technologist developing educational courseware and websites for schools and higher learning institutions. She later moved into lecturing where she facilitated aspiring media practitioners to kickstart their careers.

In 2012, Yee Lin advanced into an education management position where she led a team of educators in running a course. Her responsibilities include academic and operational duties such as curriculum and assessment design and training evaluation. She played an instrumental role in converting learning materials online. Yee Lin is also a digital communication consultant who specialises in marketing on social media. Yee Lin is a certified Associate Professional in Talent Development (APTD) and holds a MSc in Communication Management.

# DESIGN AND DEVELOP PROFESSIONAL ONLINE TRAINING (WITH AN OPTION FOR E-LEARNING PROJECT CONSULTATION)

Trainer: Teh Yee Lin

## COURSE SYNOPSIS

This course covers the methodology and techniques necessary for developing effective online training solutions. It takes a systematic approach to equip learners with the right strategy to develop powerful and engaging training instructions. The format of training covered include webinar, virtual instructor-led training (VILT), blended learning or asynchronous e-learning.

Participants will gain a good appreciation of how people learn in a virtual platform. They will develop solutions that engage learners cognitively and emotionally.

Participants will be introduced to:

- Strategies for online learning delivery from ideation to completion
- Instructional design models and adult learning theory
- Designing and developing training plans and activities
- Engaging learners using learning technologies and virtual tools

## OUTCOMES

At the end of the course, participants will be able to scope an online training project, map strategy for virtual delivery, design lesson plan and activities. They will be able to build professional and powerful e-learning courses that meet the organisation's learning objectives and aligned with industry practices. This course includes an optional one-to-one e-learning project consultation.

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## COURSE DATE

**September 2020**  
1-4 (Tue-Fri)

*E-learning project consultation will be held after the training at a mutually-agreed date within the next 30 days.*

# ESSENTIAL TOOLS AND TRICKS FOR ONLINE COURSE DEVELOPMENT

Trainer: Teh Yee Lin

## **COURSE SYNOPSIS**

This is a hands-on workshop that covers the necessary software to get started with online course development. Participants will be introduced to the essential features of popular Learning Management Systems (LMS) and authoring tools. They will learn the strategies and methods to transform eLearning into engaging learning resources by integrating voice-over, videos, animations, visuals, online quizzes and surveys, just to name a few.

Participants will be introduced to:

- Learning Management System (LMS) and authoring tools such as Blackboard, Moodle, Articulate, Adobe Captivate, Camtasia, Canva, etc
- Creating course storyboards and prototypes
- Adding interactive online activities such as polls, quizzes, drag and drops or case scenarios
- Integrating multimedia assets such as voice-over, graphics, video and audio
- Managing an e-Learning project in accordance to project scope and learning objectives
- Delivering a e-learning project

## **OUTCOMES**

By the end of this course, participants will be able to choose appropriate editing and authoring tools to develop effective and engaging e-learning materials. They will build effective learning solutions for the new generation of learners accessing from anywhere and anytime. Before completion, participants will be required to build a 30-minutes online course.

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## **COURSE DATE**

September 2020  
9-11 (Wed-Fri)