

ILT TO REMOTE TRAINING CONVERSION GUIDELINES

RESPONSE	TIME FRAME	BEST PRACTICES	GOAL
Repurpose: ILT to VILT	Up to 14 days	<ul style="list-style-type: none"> Use existing learning objectives and resources Repurpose the content for digital delivery method with minimal changes Focus on the right technology and media 	<p>Deliver mandatory training without interruptions</p> <p>Reduce seat time by up to 20% based on the amount of redundancies within the current ILT</p>
Reorient: ILT to VILT with Digital Assets	2 – 4 weeks	<ul style="list-style-type: none"> Chunk your content into smaller segments Optimize design Create a reference library for supplemental content during the training and for on-the-job use Create new assets by leveraging existing learning and media resources 	<p>Delivering training critical to business, as planned, in the most effective way (standalone digital assets can be accessed outside of formal training)</p> <p>Reduce seat time by up to 40% using digital assets to optimize content</p>
Create a new mix: ILT to blended learning	4 – 6 weeks	<ul style="list-style-type: none"> Leverage existing asset libraries from vendor Reformat content for optimal learner experience adding informal and experiential learning approaches 	<p>Training around new business process necessary for continued operation</p> <p>Reduce seat time by up to 60% leveraging web-based prework module, VILT scenario module, and/or post-work module as reinforcement</p>
Complete redesign	2 – 3 months	<ul style="list-style-type: none"> Focus on the end-goal of your training Use performance gaps to create new learning objectives and a robust learning experience Design a rollout plan and post training strategy 	<p>Personalized learning experience that supports business transformation efforts</p> <p>Reduce seat time by up to 70% targeting key behaviors and curating content</p>