Analysis

During this stage, Handshaw will work with you to analyze the audience, learning environment, and delivery system for the proposed program. We will also break down the course content into tasks, which will provide the basis for performance objectives. Information gathered during this phase is critical, as it provides the foundation required for designing an accurate, useful performance improvement solution.

Analysis Deliverables:

- Course Goals
- Task Analysis
- Audience Analysis
- Delivery Systems Analysis

Design

Using the information gathered in the Analysis, the Handshaw project team develops measurable performance objectives, instructional methods, testing strategies, and recommended training media. At the end of this phase, all of these deliverables are presented to you for agreement.
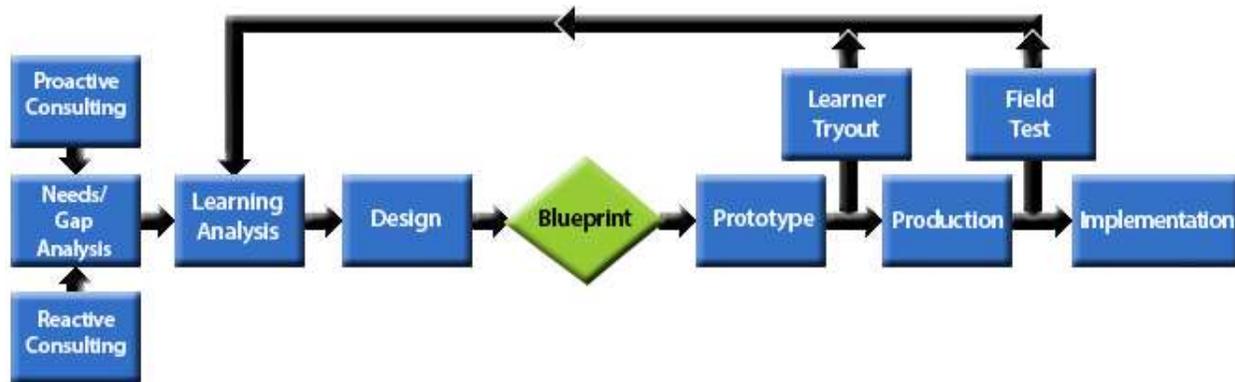
Design Deliverables:

- Performance Objectives
- Blended Learning Strategy
- Criterion-referenced Testing Strategy

Blueprint Meeting

During a Blueprint Meeting, Handshaw will present all of the data and recommend strategies to accomplish you' established performance goal(s). Based on the data presented, the project team will make critical design choices. Handshaw will document the decisions made here, thus completing the Curriculum Design.

Blueprint Meeting Deliverables:

- Comprehensive Curriculum Design

Prototype

One of the keys to a successful implementation is our Formative Evaluation, which includes building a Prototype and conducting a Learner Tryout. At the Learner Tryout, the project team puts a completed module in front of members of the learner audience. By doing this, we validate the Curriculum Design and the course visual design (look-and-feel, standards, etc.). This ensures that we have the most effective design strategy before expensive development begins on remaining modules.

Prototype Deliverables:

- Prototype
- Learner Tryout
- Detailed Content Outlines
- Production Templates

Production

In this stage, we produce the remainder of the program outlined in the Curriculum Design, using the Prototype as our template. When all of the modules of the curriculum are complete, a selected group of the target audience will test a component. The project team will measure the success of the course in meeting the original objectives and make any needed corrections. The final instruction (WBT, etc.) will then be delivered to you.

Production Deliverables:

- Blended Learning Materials
- Field Test

Implementation

The final phase in the model is rollout. Handshaw will be available to advise you on problems or issues that may arise during initial rollout of the training program to make the process go as smoothly as possible.

Implementation Deliverables:

- Implementation Advice
- All Training Deliverables
- Project Wrap-up Meeting