## ILT TO REMOTE TRAINING
### CONVERSION GUIDELINES

<table>
<thead>
<tr>
<th>RESPONSE</th>
<th>TIME FRAME</th>
<th>BEST PRACTICES</th>
<th>GOAL</th>
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</thead>
</table>
| Repurpose: ILT to VILT          | 2 – 14 days | • Use existing learning objectives and resources  
                                 • Prioritize and repurpose the content for digital delivery method  
                                 • Focus on the right technology and media                             | Delivering mandatory training without interruptions                   |
| Reorient: ILT to Digital Learning | 2 – 4 weeks | • Chunk your content into smaller segments  
                                 • Optimize design  
                                 • Create a reference library for “nice to know” during the training and for on-the-job use  
                                 • Create new assets by leveraging existing learning and media resources | Delivering training critical to business, as planned                   |
| Create a new mix: ILT to blended learning | 4 – 5 weeks | • Leverage existing asset libraries from vendors  
                                 • Reformat content for optimal learner experience adding informal and experiential learning approaches | Training around new business process necessary for continued operation |
| Complete redesign               | 3 – 12 months | • 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                    | Learning experience that supports business transformation efforts     |

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