

ILT TO REMOTE TRAINING CONVERSION GUIDELINES

RESPONSE	TIME FRAME	BEST PRACTICES	GOAL
Repurpose: ILT to VILT	2 – 14 days	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<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 	Learning experience that supports business transformation efforts