Learning Canvas

Problem Statement

What problem(s) are you trying to solve with the training?

Learning Goals

After the training, what do you want the learners to be able to do?

Team & SMEs

CPU:
SMEs:
Requestor(s)
Associated Projects

Instructional Strategy

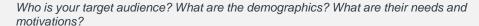*What instructional methods and strategies will you use?*

Development Timeline

Step	Date

Communication Plan

How will you communicate and rollout the training?

Target Audience

Who is your target audience? What are the demographics? What are their needs and motivations?

Evaluation Plan

How will you evaluate the success of the training?

Questions for Initial Project Setup

Training Details

What drove this training request?
[a problem, need for change in behavior, performance gap, metrics, campaign or other event, a need to communicate new information, teach a new skill, create awareness of new technology, learn a soft skill]?
(note this may be obvious or you may need to dig – ask Why?)

How will know it's successful?
[pre-test/post-test, reporting/metrics, staff following process based on metrics, the problem stops recurring]

What would you say the topics are that need to be covered?
[and the subtopics]

Does any training currently exist? Pre-Reqs? [Presos, webinar, Hotspot]

What source materials exist on the topic(s), even beyond the scope for this effort? Where?

Who are the SMEs for this topic?

Are there any constraints or obstacles you foresee? [availability of SMEs, vacations]

What is the desired due date? Is this tied to an event?

Learner Data

Who needs to be trained? Be as specific as possible about the audience. [Employees, partners, carriers, customers]

What is their background or experience with this topic?
[identify each separately if multiple audiences]?

Is this mandatory or optional.
Do you want them to be enrolled or to be able to self-enroll?

Is there a specific region this impacts?
[US, APAC, EMEA, LATAM]

What do they need to know before training? Is there any pre-requisite knowledge necessary? Any assumptions we are making that people know certain information?

For various audiences, how would the content differ? [is it different for Cradlepoint vs Partners vs Customers?]

What are the learners' availability?
[time constraints, online/live/virtual etc]

Motive / Attention

How will training help the learner?
[improve metrics, sales, legal]

What is their motivation, the buy in, why would they care? WIIFM

What data points of references?
[90% who use a POC do a sale]

What are some mistakes or success stories to learn from?

How can we reference prior knowledge? [Prior course, prior experiences (like a call, or life experience, analogies that they can relate to)]

Task Analysis

What are the outcomes / tasks of training?
Specify what should the learner be able to do, or know, as a result of this training.
[Learner will identify xxx]

What are the sub tasks?

How will the learner know to remember the new knowledge or start the new task?
[When working with a failover]

What is the current task / knowledge that is changed?
[no longer just a failover company, process change]

When will the learner know they are successful?

How will the learner identify failure?

Reviewers

Who needs to review the course (SMEs)? What is their expertise?

Are their stakeholders that should be included in initial reviews?

Who is the final approver of the course?

Follow Up (Internal)

Recommendations for the assessment (multiple choice or interactive)?

Would there be benefit in learner submissions and coaching (observation checklist)?

Recommendations for follow up activities (Trivie, mini-games, other reinforcement, job aids)?

What resources should be included?

What reports are needed, for whom, for what data?

How often do you want to review the course to update it? (Once a year, twice a year)