

BLENDED LEARNING PROGRAM TEMPLATE

Blended learning meets the changing needs of educators and learners, enabling multiple learning styles, worldwide audiences and growing demands for flexible delivery methods. This document provides a framework by which to plan a blended learning program, consisting of traditional classroom, virtual classroom and/or asynchronous eLearning components. This framework includes the following:

- Blended Learning Planning Template
- F2F Lesson Plan Template
- Virtual Classroom Lesson Plan Template
- Asynchronous eLearning Lesson Plan Template
- Post-Training Support Template
- Selecting the Right Modality Job Aid

BLENDED LEARNING PLANNING TEMPLATE

Topic	Task	Notes
Plan the right blend	<p>Selecting and Blending Modalities</p> <ul style="list-style-type: none">• Select the right modality for each lesson. <i>Refer to the job aid on page 7.</i>• Identify creative ways to blend the lessons together into a cohesive program.	
Prepare Students for Success	<p>Communicate / market the program strategically.</p> <ul style="list-style-type: none">• Create a theme (graphic design) for the program.• Develop a communication strategy and protocol.• Provide job aids.• Offer an orientation.• Publish materials (via an LMS, website or social learning community).	

F2F LESSON PLAN TEMPLATE

Topic	Approximate Time	Instructor Prep Tasks	The Instructor will...	The learner will...	Assessment
Introductions & Logistics			Explain...	Listen...	
Goals and Learning Objectives			Explain...	Listen...	
Topic 1			Demonstrate...	Practice...	
Topic 2			Demonstrate...	Practice...	
Topic 3			Demonstrate..	Practice...	
Conclusion			Discuss...	Discuss...	

VIRTUAL CLASSROOM TRAINING PLAN TEMPLATE

Topic	Approximate Time	Instructor Prep Tasks	The Instructor will...	The learner will...	Assessment
Introductions & Logistics			Explain...	Listen...	
Goals and Learning Objectives (Review)			Explain...	Listen...	
Topic 1			Demonstrate...	Practice...	
Topic 2			Demonstrate...	Practice...	
Topic 3			Demonstrate..	Practice...	
Conclusion			Discuss...	Discuss...	

ASYNCHRONOUS ELEARNING LESSON PLAN TEMPLATE

Topic	Approximate Time	Learning Objectives	Content Description / Graphics	Assessment
Introduction				
Topic 1				
Topic 2				
Topic 3				
Conclusion				

POST-TRAINING SUPPORT

Topic	The Instructor will...	The learner will...
<p>Communication and Support</p>	<p>Communicate via established protocol.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Add daily/weekly blog posts.</i> • <i>Monitor discussions</i> • <i>Answer questions.</i> • <i>Implement contests.</i> • <i>Poll students.</i> • <i>Email / Announce changes/enhancements.</i> 	<ul style="list-style-type: none"> • Participate. • Ask questions. • Answer questions.

SELECTING THE RIGHT MODALITY (JOB AID)

Modality	Choose this method when...
F2F (Synchronous) / Traditional Classroom	<ul style="list-style-type: none"> • Learners will benefit from group projects and team participation to achieve common goals. • Learners are centrally located and/or are able to meet travel and expense obligations. • Subject matter is complex and will require practice. • Subject matter requires hands-on activities.
Virtual Classroom	<ul style="list-style-type: none"> • Learners are widely dispersed across a geographical location (countrywide and/or worldwide audiences). • Travel is cost-prohibitive and/or causes too much interruption to work. • Learners will benefit from group projects and team participation to achieve common goals.
Asynchronous eLearning	<ul style="list-style-type: none"> • Learners require a flexible training schedule. • Learners require ongoing access to tutorials. • Learners need immediate access to training. • Learners have access to the appropriate LMS. • Subject matter is fairly consistent over time and will not require regular (e.g. monthly) updates