

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

BLENDING 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