

Contents

Preface / ix

**Introduction: What Course Development
Is and Is Not / xi**

Chapter 1 General Rapid Development Techniques / 1

Need to Know Is What's Needed / 1

Don't Reinvent the Wheel / 2

Working Backward / 2

Working Backward: Part Two / 3

Development Teams / 4

Vendors As Rapid Development Shortcuts / 5

Games, a Special Rapid Development Technique
with a Special Resource / 8

Repurposing / 8

Other General Rapid Development Techniques / 10

Rapid Prototyping / 11

Chapter 2 Rapid Classroom Course Development / 13

Instructor Guide Rapid Development Techniques / 14

Participant Package Rapid Development
Techniques / 22

Classroom Activities As a Rapid Development
Technique / 33
Vendor Programs As a Rapid Development
Technique / 36
Preparing Instructors As a Rapid Development
Technique / 36
Media Rapid Development Techniques / 38

Chapter 3 Rapid On-the-Job Training Development / 43

Trainer Guide / 44
OJT Learning Guide / 46
Equipment and Simulations As Rapid Development
Techniques / 47
The Subject-Matter Expert As an OJT Rapid Development
Technique / 48

Chapter 4 Rapid Asynchronous e-Learning Course Development / 51

Rapid Prototyping Redux / 54
Consultants As an Asynchronous Rapid
Development Technique / 54
Buying Complete Off-the-Shelf Packages As a
Rapid Development Technique / 60
Customizing Vendor Off-the-Shelf Packages As a Rapid
Development Technique / 61
Buying Asynchronous Activities As a
Rapid Development Technique / 62
Scripts and Storyboards / 63
Repurposing Classroom Activities for
Asynchronous Development / 65
Repurposing Video Slugs / 67
Other Rapid Development Techniques for
Asynchronous Development / 67

Chapter 5 Rapid Synchronous e-Learning Course Development / 73

Repurposing Stand-Up Classes As a Synchronous Rapid
Development Technique / 74
Repurposing Classroom (and Other) Activities / 77
Rapid Development Techniques for Original Synchronous
Development / 78

Other Synchronous (and Asynchronous)
Facilitation Software As Rapid Development
Techniques / 81

Chapter 6 Rapid Online Learning Development / 83

Online Advantages / 84
Online Disadvantages / 85
Learning Needs That Can Be Met
Through Online Learning / 86
Developing Online Learning for
Organizations / 87
Online As a Rapid Development
Technique / 92
Online Rapid Development Techniques / 92

Chapter 7 Blended Learning As a Rapid Development Technique / 95

Blended Learning As a Rapid Development
Technique / 96
Blending Synchronous and Asynchronous
e-Learning As a Rapid Development
Technique / 97

Chapter 8 Rapid Structured Mentoring Development / 101

Using Structured Mentoring for Rapid
Development / 102
Structured Mentoring Rapid Development
Techniques / 102
Structured Mentoring for Rapid
Non-Management Development / 103

Chapter 9 Self-Directed Learning and Rapid Development / 107

Asynchronous Self-Directed Learning
As a Rapid Development Technique / 108
Print Self-Directed Learning As a Skills Training
Rapid Development Technique / 117
Problem-Based Learning As a Rapid
Development Technique / 118
Self-Directed Learning As a Rapid
Development Technique / 119

Chapter 10 Performance Aids As Rapid Development Techniques / 125

- Performance Aids As a Rapid Development Technique / 126
- Rapid Development Techniques for Developing Performance Aids / 127

Chapter 11 m-Learning and Other Delivery Systems and Rapid Development / 131

- m-Learning Rapid Development Techniques / 131
- Rapid Development Techniques for Developing Simulations / 132
- Reusable Content Objects As a Rapid Development Shortcut / 133
- Knowledge Management As a Rapid Development Technique / 135
- Rapid Development of Beta tests and Pilots / 136
- Rapid Beta Tests and Pilots for Other Delivery Formats / 139

Suggested Resources / 145**Glossary / 151****Index / 169****About the Author / 175**