

Online Course – Action Timeline

1. Registration confirmed - Receive names and email addresses.
2. Send Welcome email which includes URL for Profile + needs analysis Word Form.
3. Receive from learner – Analysis form, includes Profile number.
4. Send Session invitation for one on one call O1.
5. Sessions O1; (Week one) one on one - 30 minutes @ number of learners (max 10.)
6. Send Session G1 invitation for group; include info modules (2&3) + agenda for discussion.
7. Session G1: (Week Two) PPT and video, group discussions on topic.
8. Send Session G2 invitation for group; include info modules (4&5) + agenda for discussion.
9. Session G2: (Week Three) PPT and video, group discussions on topic.
10. Send Change Planner (Word form) and Put it into Practice module to be shared with manager.
11. Receive Planner for learners.
12. Send Session invitation for one on one call O2.
13. Sessions O2; (Week four) one on one - 30 minutes @ number of learners (max 10.)
14. Send course review form to learner – invite to 30 day review if completed.
15. Receive review forms
16. Send Session G3 invitation for group; 30 day review session to all who returned review form.
17. Session G3: (Week eight) PPT and video, group discussions on Plan and PIIP.
18. Analysis of reviews and adjustment to course if required.