

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**