

Exercise 1:

Planning and Assumptions

TRANSFORMING
F2F WORKSHOPS TO
REMOTE TRAINING

0% ☐ 100%



Exercise 1:

Planning and Assumptions

Planning and Assumptions Exercise # 1



⊕ Name of Course or Project

⊕ Challenges / Opportunities / Technical Considerations

⊕ Preparing to go live

⊕ Pre-Workshop Assumptions

⊕ Post-Workshop Insights & Assumptions

⊕ Review

Planning and Assumptions

Exercise 1 - “Planning and Assumptions”

Introduction

Step 1 in the process is to decide which course and content you wish to convert from F2F to RT. Complete the steps and the Pre-Workshop Assumptions. Complete the exercise, save a copy of the PDF file as Exercise 1_Complete Name, view the exercises of other participants and share comments.

Key Ideas in Videos

1. [Assumptions are key](#)
2. [Assumption loop](#)
3. [Minimum Viable Product](#)
4. [Moving away from perfection](#)
5. [What is the one thing you change](#)

Instructions

In this exercise, we ask you about your thoughts, preliminary ideas, and assumptions on a course or lesson. Here are suggested steps to help you through the process:

- Examine your goal, timeline, and capabilities
- Analyze your conversations within your teams, with your leadership and your stakeholders.
- Write down your alternatives. We will keep going back to those assumptions during the post-workshop review.

Planning and Assumptions

Main Image

Planning and Assumptions Exercise # 1



+ Name of Course or Project

+ Challenges / Opportunities / Technical Considerations

+ Preparing to go live

+ Pre-Workshop Assumptions

+ Post-Workshop Insights & Assumptions

+ Review

Activity

- Name of Course or Project
Provide a text entry field to enter the name of course/project
- Challenges / Opportunities / Technical Considerations
Our aim is to customize this workshop to meet your needs. Please provide specific information as it relates to your situation:
 - Main challenges related to converting your course or project
 - Key opportunities you want to capture in this new environment
 - Business demands requiring this change
- Preparing to go live
Consider the following as you plan:
 - What is my timeline?
 - What are my technical needs?
 - What is the technological setup for my learners? How will that impact my session(s)?
 - What am I capable of doing myself and where do I need help? Who can help me?
 - What testing do I need to build into my plan to ensure a good experience for my learners?
 - What workarounds would I need to develop to deliver a meaningful learning experience?

Planning and Assumptions

- **Pre-Workshop Assumptions**
While in the process of planning for your project, what are some of the assumptions and considerations that you, your team, leaders and stakeholders should be thinking about? Even before the workshop, you may have preliminary solutions, plans, ideas and concepts on how to do this. Please share your assumptions here. We will review them later as the workshop progresses.
- **Post-Workshop Insights & Assumptions**
Now that we've journeyed together through the process of converting face-to-face courses/projects to a virtual experience, think about the assumptions we asked about before the workshop began. Did this workshop give you what you anticipated? What insights and learnings did you gain along the way? Your responses will help us craft an even better experience for future participants.
Thank you for your help!
- **Review**
Your mentor will exchange ideas with you and post comments.

Problem Statement

- a. Problem statement
 - i. Constant change means resetting assumptions; failure to reset could result in loss or disaster. These are changes we have to deal with.
 1. COVID 19
 2. Digitalization
 3. The unknown and unexpected
 4. New behaviors of learners
 5. Disruptions
 6. Technology enablers
 7. Changing roles in Learning & Development

Objectives

- a. Objectives
 - i. Resetting our assumptions underlying our F2F programs as we convert them to RT.
 - ii. Creating new assumptions that lead to successful implementation
 - iii. Planning to provide milestones, landmarks, prototypes, and models of conversion from F2F to RT

Planning and Assumptions

Principles, Insights and Practices

- a. Changing assumptions and generating new insights
The process of “Triple Loop Learning” Russ Ackoff
(<https://www.amazon.com/Art-Problem-Solving-Accompanied-Ackoffs/dp/0471858080>)
 - i. Start with the end results in mind. Take action to get results.
Based on the outcomes, check assumptions and reflect on why results were or were not achieved. Adjust assumptions and actions. Report updated results. Review your context, conditions, business demands, nature of content, types of methods, learners - define your context, change assumptions, take action, and report observed results.
 - ii. Examples
 - 1. F2F conversations are no longer feasible in RT (remote training). What results are expected in RT? What actions will work? What assumptions need adjustments about conversations? Will these actions, assumptions, fit or suit my context?
 - 2. In F2F, the role of the trainer is to facilitate the course. What happens in RT? What results are expected? What assumptions do we need to adjust about facilitating? What actions meet the results? Will this suit my context?
 - 3. In adapting to the use of ZOOM, some say “All I need is ZOOM” to move my F2F course to the RT format. What’s the assumption behind this thinking? What results are produced? If needed, what assumptions need to be adjusted? What is the context behind the person’s view?
- b. Transformation, not migration of content.
“We are not changing content or its delivery. We are helping people learn better.”
- c. Focusing on the right things first, then worrying next about what and how to convert.
“What is the one thing you need to change, that when you make the change, all else becomes unnecessary.”