Training & Development

Human Resources

Helping you grow

GCI eLearning

Case Study

Why eLearning?

- Statewide employee base
- Ability to give training anywhere, anytime
- Ability to control what training is done
- Ability to track the training that is completed
- Move away from traditional self-paced paper workbooks
- Quick response to new initiatives and necessary training changes

THE PROCESS

The Process

Receive the original PowerPoint

↓

Make the PowerPoint pretty

↓

Pull into Captivate

↓

Record any systems slides

↓

Record/edit voice

↓

Review process

↓

Go Live on GCI Moodle site

Before and After

Continuous Redial

- Automatically checks a busy number for up to 30 minutes
  - ❖ Dial the number
  - ❖ If busy, hang up the phone
  - ❖ Press *66 to activate
- ❖ Will redial # over & over until line is free
- ❖ Call back ring alerts you that line is available

Continuous Redial

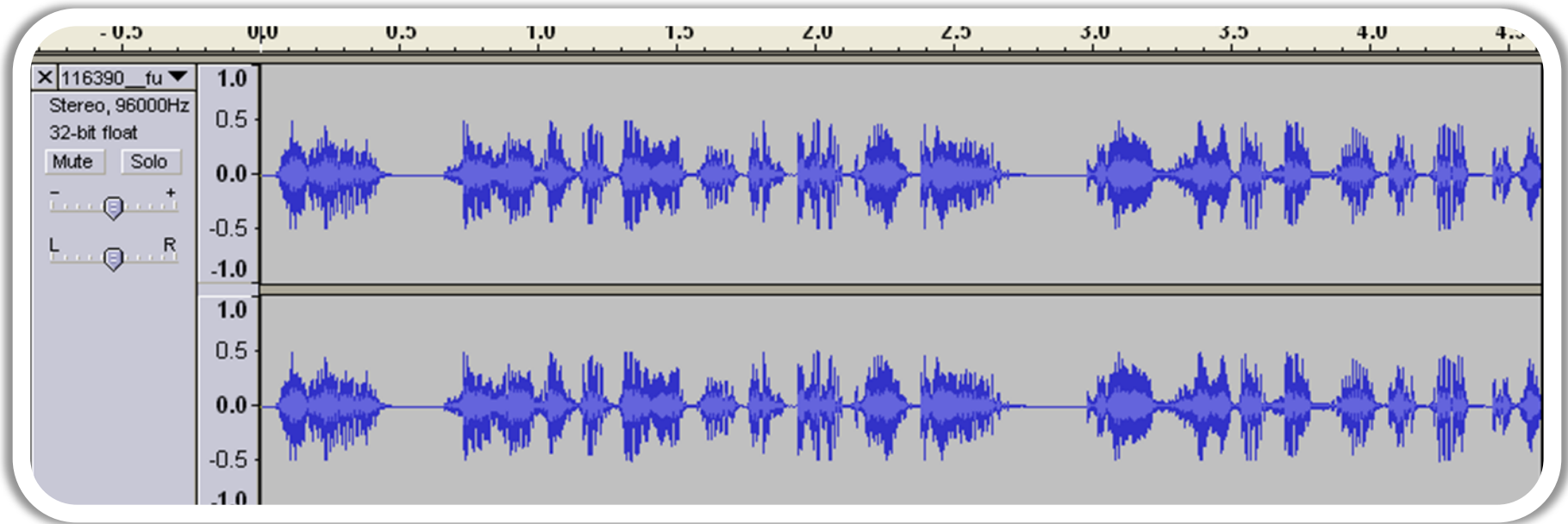# HELPFUL HINTS

Effective Microphone

Audio Editing

Scripting

Shorter is Better

SMEs & Reviewers