

Rapid Design & Instructional Design

Facilitated by:

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Tips & Tricks

1. **Educate Stakeholders – What is Rapid Design?** - Educating stakeholders on plan especially it's "rapid" design but still takes time & planning. Just because it's rapid doesn't mean zero planning.
2. **Review Cycles – Explain needed level of detail** - Educate on review cycles -- clear expectations, need detailed review during each round otherwise slows down "rapid design" + i.e. use Articulate Review & give clear instructions how to use.
3. **Be Kind to Yourself – Less time for deep instructional design** - Ask for brand colors, marketing approved images & icons, etc. early. Rapid (especially Rapid Content Development RCD) will mean less time for deep planning of instructional design; give permission/be kind to yourself.
4. **Virtual Training – select the right tool for the job** - Make sure whatever is being designed (eLearning, Virtual Training, etc.) is truly the right solution -- could it be a job aide, video, infographic.
 - a. Virtual Training -- select the right tool for the right job
 - i. 1000 ppl => use virtual conference software & multiple rooms for keynotes (i.e. <https://www.6connex.com/>)
 - ii. Classroom Experience (highly interactive) => max 15 ppl (i.e. AdobeConnect, Zoom, etc.)
 - iii. Small Webinar (limited interactive) => Max 40-50 ppl (i.e. Zoom, AdobeConnect, GoToMeeting, etc.)
 - iv. Large Webinar (min/no interactive) => Max 200 ppl (i.e. <https://www.on24.com/>, Zoho, GoToWebinar)
5. **Start building immediately** - Show concepts from templates or previous work that you can build from to your stakeholders to sell them on a

concept. Building from scratch will almost always take longer than using previously created logic or templates.

6. **Regular communication** - Have a plan and stay in regular communication with project team. Delegate who is doing what and have status meetings to keep everyone in the loop. Have a scribe for these status meetings. These status meetings can also be used to alert everyone to issues and troubleshoot quickly. There should be no last second surprises.

7. **Determine what people NEED to know** - If you have a quick deadline, including the “nice to know” can set you behind schedule. (establish clear objectives and avoid scope creep).

8. **Pilot and gather end-user feedback** - You may not have time for a traditional “pilot”. Often the first wave of deployment can be considered your “pilot”. Be open to making improvements. (PINTs method: Pluses, Issues, New Thinking)