



Program Announcement

Managing Distance Learning: A Practical Guide ONLINE

1760 W. Lakeview Road, Stillwater Oklahoma 74075 ■ 405.743.3463 ■ www.teletrain.com

Course Description:

Managing Distance Learning provides solutions to proactively administer an enterprise of distance learning. This online course requires approximately 40 hours of online work and includes several synchronous, live sessions with eLearning instructors. This comprehensive course covers the entire distance learning management process, conveniently accessed via the Internet. At the end of the class, participants walk away with a management plan ready for use at their organizations.

eLearning Innovation's years of distance learning administration experience provides a solid, in-depth approach to applying problem-solving techniques to distance programs. *Managing Distance Learning* includes sessions on facility design, instructor recruitment, equipment selection and marketing and promotional techniques. This online course offers the protocols, tools and resources to make the right choices for a successful distance learning program.

Course Dates 2004:

August 2-27, 2004

October 4-29, 2004

After *Managing Distance Learning*, you will be able to:

- Determine critical issues in managing distance learning
- Develop a working "plan of action" for distance learning deployment
- Design effective and user-friendly synchronous and asynchronous facilities
- Identify and recruit individuals to staff distance learning programs
- Determine strategies for managing blended training approaches
- Incorporate a variety of distance education technologies into your operation
- Communicate effectively with key personnel in the distance learning arena
- Establish workable policies and procedures for teacher/trainers and learners
- Assess new technology and determine its usefulness in your program
- Learn management tips and insights
- Avoid common pitfalls

Course Components

Defining Distance Learning

- Brief history – from paper correspondence to Internet

- Designing and writing a vision statement
- Implementing the vision statement

Policies and Procedures for Distance Learning

- Operational procedures
- Programming issues
- Intellectual property concerns
- Learner contracts

Determining the Market for Distance Learning

- Determining the organizational need for distance learning
- Distance learning as a part of the “business”

Deploying Distance Learning

- Repurposing existing materials for distance learning
- Knowing the audience of the distance learning program
- Choosing the appropriate communication channels
- Recognizing business opportunities

Facility Design and Equipment Selection

- Selecting appropriate technologies for instructional goals
- Understanding learning management systems
- Knowing the options for synchronous and asynchronous distance learning

Personnel in Distance Learning Programs

- Determining roles and responsibilities of key personnel
- Critical issues in managing distance learning
- Characteristics of effective managers
- Management tips and insights
- Common pitfalls to avoid
- Administrators/Managers
- Teachers/Trainers
- Facilitators/Support Staff
- Students/Learners
- Major management responsibilities and tasks

Selling Distance Learning within the Organization

- Institutional/organizational responsibilities
- Information provider responsibilities
- Promotion techniques and vehicles

Implementation Strategies

- Delivering online learning with internal resources
- Focusing on content and outsourcing the delivery

Registration: \$879

Enrollment may be completed at <http://www.teletrain.com/registrationpage.htm>

Or by calling 405.743.3463

You may also enroll immediately online using PayPal.

Team discounts for 3 or more individuals are available.

This course can also be customized for specific group training needs.

Registration Policies & Withdrawals

[Click here](#) to download PDF of Payment, Withdrawals & refund Policy for Online Courses

Payment for Online Courses.

Tuition payment for eLearning Innovations' online courses must be received before you will be granted access to your selected course.

Tuition may be paid in U.S. funds through company check, personal check, bank draft, traveler's check, cashier's check, credit card (Visa or MC). Purchase orders must be submitted well enough in advance to ensure receipt of payment by the course launch date.

Checks should be made payable to eLearning Innovations, Inc.

Withdrawals & Refunds

Courses are limited in enrollment and once you have been accepted, your participation is important to us -- we are counting on you to participate and complete the course in its entirety and within the timeframe it is offered.

Our Refund Policy is as follows:

Once you begin the class, your tuition is nonrefundable. If you start the class but do not complete it, eLearning will make arrangements for you to have an extended completion date. One extension will be granted. If the class is not completed within the extension provided, no further extensions will be offered and tuition will **not** be refunded. Additional time beyond 1.5 months may be applied for at the rate of \$100 per week. In other words, if you wanted the course for two months, tuition would be \$879 + \$200 = \$1,087.

If you must cancel prior to the start of an online class, a \$200 per person processing fee will be assessed. If you notify us seven or more business days before the start of the program, we will refund your tuition less the processing fee, or, if you prefer, we can place you in another session of the online course.

For more information:

Call 405.743.3463 or e-mail rebeccac@teletrain.com.