

## Professional E-Learning Course-Building Services

The FlexTraining Learning Management System (LMS) makes it easy to transform your traditional training to an online platform and introduce e-learning as the cornerstone of your innovative, successful and long-term training strategy.

More than the sum of its features, functionality and benefits, and more than just a software implementation, FlexTraining can become a key alliance to maximize your growth and automate your training improvement initiatives.

FlexTraining provides a secure, online training and testing solution for your employees, customers and clients who require one-time or recurrent training. When you take your training online, you'll elevate your training profile, touch more learners, expand your training footprint, improve performance and reduce operating costs.

And that's just the beginning.



### **Now that you've selected an online training system, what's next?**

With a ready and able online training platform, it's time to craft, build and launch your e-learning courses! Let our team of e-learning experts design and assemble your courses for a rapid and skilled launch of your online training curriculum.

Our cross-functional team has developed hundreds of e-learning courses in a wide range of general and custom topics. Our customers have put to work thousands of hours of robust, multimedia-based online training courses that were designed, built and delivered by our experts.

We offer full-service course design and development, including instructional design, media acquisition and conversion (images, audio, graphics, etc.), programming, testing and more.

Focus on the big picture and let us handle the course-building details. Our team will organize your existing training material, build learning screens, create sections, assimilate courses and assemble quizzes, tests and final exams.





Our instructional design team will enhance the look and feel of your training environment with personalized, custom branding using your company logos, images and fonts.

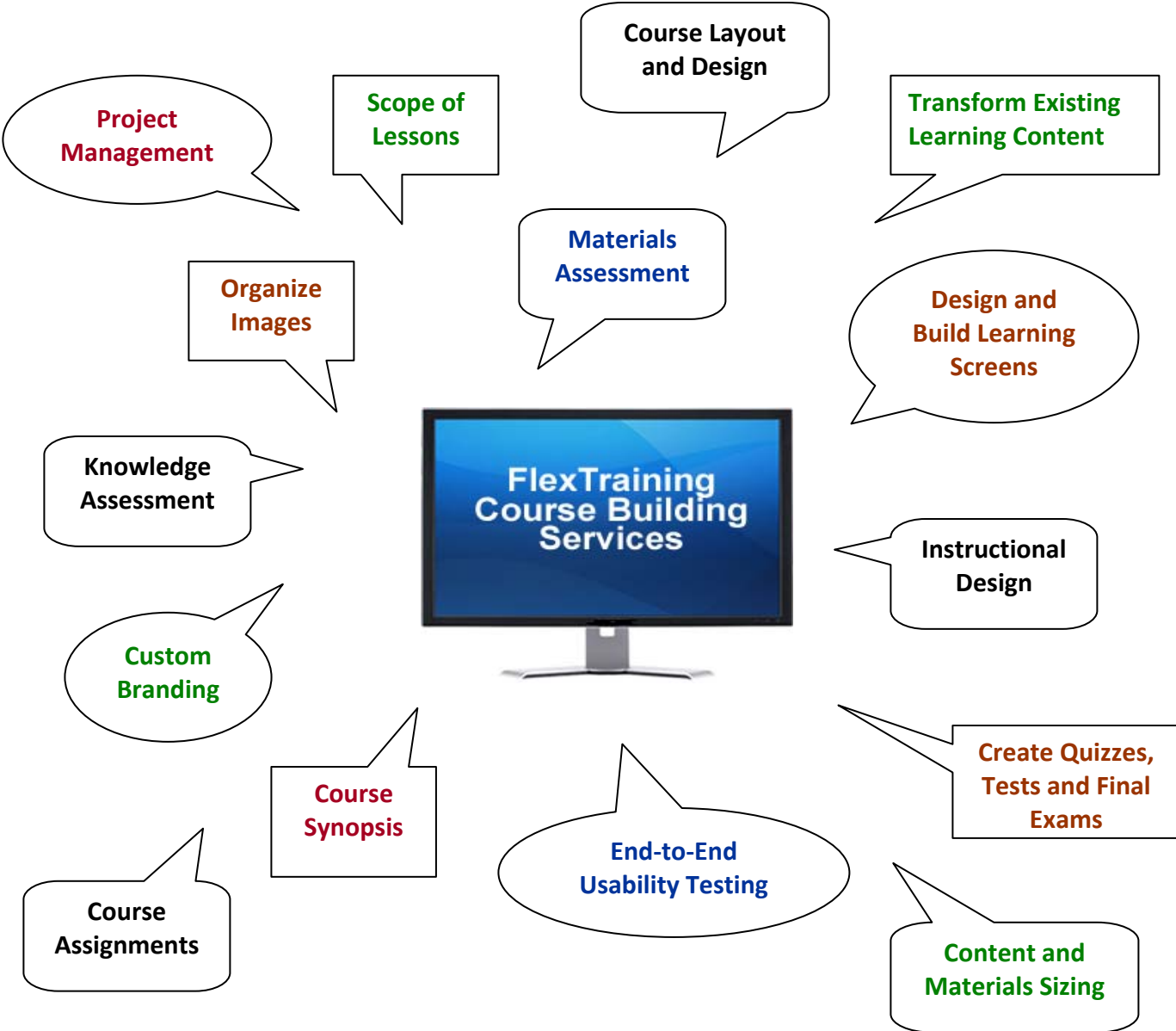
FlexTraining synchronizes your new and existing content or third party content with our delivery system so you have an economical, efficient and complete online training solution.

# Expert Course-Building Services Save You Time and Money!



## Our team of course building experts can:

-  Analyze and assess your existing training materials
-  Develop a project timeline to build your online training program
-  Design the look and feel of your online training environment
-  Implement and launch your training courses



## Course-Building Packages

Course-Building “Basic”	Course-Building “Plus”	Course-Building “Premium”
Total project management	All items in “Basic” Package	All items in “Plus” Package
Materials assessment	Design custom banner	Expanded images
Instructional design	Attach course assignment(s)	Custom audio, narration or voiceovers
Course layout, design and assembly	Course completion certificate	200 learning screens maximum
Organization and transformation of existing learning content	PowerPoint to Flash conversion	20 quizzes/tests maximum
Organization and transformation of existing text and images	100 learning screens maximum	
Determine scope of lessons	15 quizzes/tests maximum	
Content and materials sizing		
Design and build learning screens		
Create quizzes, tests and final exams		
Create course description		
Custom branding		
End-to-end usability testing		
50 learning screens maximum		
8 quizzes/tests maximum		

Let our team of course-building experts design and assemble your courses for an expeditious and experienced launch of your online training curriculum!



**Christine Sheeran**  
 Director of Customer Relations  
[Christine@FlexTraining.com](mailto:Christine@FlexTraining.com)  
 1-888-957-7771 ext. 203  
 1-813-264-2046 ext. 203  
 13907 North Dale Mabry Highway, Suite 203  
 Tampa, FL 33618 USA

# FlexTraining Course-Building Services

## Course-Building “Basic”

**Total project management:** The primary objectives are to outline and achieve all of the project goals using e-learning industry standards that include planning, organizing, resource dedication and best practices.

**Materials assessment:** Assessing training materials is a key element of project preparation and planning, including compiling, evaluating and organizing materials (training and third party content, images, video, audio, etc).

**Instructional design:** This determines learner needs, defines the end goal of the training and creates a program to facilitate the learning. It analyzes learning needs and develops learning materials, typically utilizing technology and multimedia as tools to enhance the training.

**Course layout, design and assembly:** The course layout and design typically focuses on the “look and feel” of the training courses and involves creating a branded blueprint for consistent, across-the-board course creation.

**Organization and transformation of existing learning content:** Organizing the learning material is key in the course-building process. In preparation for transformation to the online training environment, it includes file identification, sizing, uploading and organizing.

**Organization and transformation of existing text and images:** Organizing existing text and images is crucial to planning and involves classification, arrangement and labeling for quick access and orderly course assembly.

**Determine scope of lessons:** The scope of the lessons defines the layout of the training program, the logical order in which material is introduced and the capacity for learning, development and change.

**Content and materials sizing:** Assessing volume and type of content, documents, forms, images, links, etc., is essential for building learning screens, sections and courses. This creates consistency and uploads files into the media, content and image libraries.

**Design and build learning screens:** Central to your e-learning is building learning screens and includes defining and designing screens, offering image, video, audio track and navigation options. It creates consistency and flow, outlines the order and compiles course sections.

**Create quizzes, tests and final exams:** Students’ achievement and training effectiveness is measured with test results. Creating quizzes, tests and final exams is an essential component of the overall training program, whether in a “pre-test” function, “post-test” function or “final exam” roll-up.

**Create course description:** A course description illustrates the course content and is searchable by students. It can be used for keyword searches in the student module of the learning environment.

**Custom branding:** Optional custom branding includes creating a thematic look to your learning screens with logos, images, banners, tag lines, or specific fonts, colors or background images.

**End-to-end usability testing:** Comprehensive usability testing evaluates the entire course-building project to ensure the courses are fully-functional and ready for student delivery.

### **Course-Building “Plus”**

(Includes all items in “Basic” Package)

**Design custom banner:** A custom banner can brand and message your learning screens and training environment and can include logos, images, tag lines, colors, fonts, etc.

**Course completion certificate:** A custom course completion certificate can be created and then downloaded by the student or administrator after the learner passes the course or group of courses.

**Attach course assignment(s):** An unlimited number of existing, adjunct course assignments can be attached to courses for student action, instructor reference and grading, as desired.

**PowerPoint to Flash conversion:** Converting PPT files to Flash movies offers faster streaming and seamless content viewing.

### **Course-Building “Premium”**

(Includes all items in “Basic” and “Plus” Packages)

**Expanded images:** The research and procurement of an expanded library of images can enrich the course content. This includes image classification, arrangement and labeling for quick access and orderly course assembly

**Custom audio, narration and voice-overs:** The use of various verbal elements can reinforce the training message and enhance the learning experience.

Custom course and content package quotes available.