

# ***ASTD Learning System Complete Table of Contents***

## **Module 1: Designing Learning**

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- b) Four Theories of Learning and Instruction
- c) Abraham Maslow's Hierarchy of Needs
- d) Malcolm Knowles's Adult Learning, or Andragogy
- e) Adult Development Theories
- f) Three Types of Learning and Bloom's Taxonomy
- g) Differences Between Teaching and Facilitating Learning
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- i) Individual Characteristics of Learning
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- k) The Learning Brain Model
- l) Neurolinguistic Programming and Modes of Learning
- m) External and Environmental Influences
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### **2. Instructional Design Theory and Process**

- a) Principles Guiding Training Design
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### **3. An Exploration of Instructional Methods**

- a) Instructional Strategies
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### **4. Various Delivery Options and Media**

(Crossover – see Mod.2 ch. 4)

### **5. Job and Task Analysis and Competency Modeling**

(Crossover – see Mod.6 ch. 16)

### **6. Content Knowledge and Content From SMEs**

- a) Collaboration With SMEs to Identify Instructional Needs

### **7. Assessment Methods and Formats**

- a) The Purpose of Needs Assessment
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(Crossover – see Mod. 6 ch. 4 & 5)

**9. New and Emerging Learning Technologies and Support Systems**

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**10. Business Strategy, Drivers, or Needs Associated With Learning Interventions**

(Crossover – see Mod 6 ch. 13)

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(Crossover – see Mod. 4 ch. 3)

**12. Individual, Group, and Organizational Differences That Influence Learning**

(Crossover – see Mod. 5 ch. 11)

**13. Legal and Ethical Issues Related to Designing Learning**

(Crossover – see Mod. 6 ch. 15)

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(Crossover – see Mod. 4 ch. 5)

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### **2. Instructional Design Theory and Methods**

(Crossover – see Mod. 1 ch. 2)

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### **5. Existing Learning Technologies and Support Systems**

(Crossover – see Mod. 6, ch. 4)

### **6. Emerging Learning Technologies and Support Systems**

(Crossover – see Mod 6 ch. 16)

### **7. Presentation Techniques and Tools**

- a) Creating a Learning Climate
- b) Preparing for Training Delivery
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- d) Using Icebreakers, Opening Exercises, and Closing Activities
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- f) Facilitating Learning Activities
- g) Performing on-the-Spot Assessment of Participants' Success in Achieving Program Objectives
- h) Understanding the Differences Between Delivering Live Training Online and Classroom Training
- i) Devising Strategies for Keeping Participants Interested and Involved
- j) Using Presentation and Training Tools

### **8. Organizational Work Environment and Systems**

(Crossover – see Mod. 5 ch. 5)

### **9. Individual Learning Styles**

- a) Theories of How Humans Learn Best

- b) Herrmann's Brain-Based Approach to Learning
- c) Neurolinguistic Programming and Modes of Learning
- d) Accelerated Learning Techniques
- e) Learning Style Inventories
- f) Factors Affecting the Speed at Which Adults Learn
- g) Importance of Identifying Training and Presenting Styles
- h) Awareness of Matching Learner and Trainer Styles
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- b) Culture Concepts
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- a) The Importance of Preparing Content

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- b) Differences Between HPI and Training
- c) Factors That Affect Human Performance
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- e) Integration of HPI Parts
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- g) Relationship Between the Big-Picture Goals of an Organization and the Initiative
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- a) Business Analysis

- b) External Analysis
- c) Performance Analysis
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- e) Measurement Criteria and Desired Performance Outcomes
- f) Constraints Analysis
- g) Cultural Analysis
- h) Gap Analysis
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### 3. **Root Cause Analysis**

- a) Root Causes
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- c) Resource Analysis
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- i) Improving Motives
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- k) Decision-Making Matrixes and Methods
- l) Common Mistakes
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- q) Networking

### 5. **Measurement and Evaluation**

(crossover – see Mod. 4 ch. 5)

### 6. **Change Management**

(crossover – see Mod. 5 ch. 6)

### 7. **HPI Models**

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**8. Systems Thinking and Theory**

- a) Systems Thinking
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- d) Industry Knowledge
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- f) System Archetypes

**9. Group Dynamics Process**

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**10. Facilitation Methods**

- a) Facilitation and Team Development
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- e) Process Improvement Methodologies
- f) Decision-Making Methods and Processes
- g) Group Dynamics, Observation, and Intervention
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**11. Questioning Techniques**

- a) Open- and Closed-Ended Questions
- b) Socratic Method
- c) The Importance of Being Nonjudgmental

**12. Project Management Tools and Techniques**

(crossover – see Mod. 6 ch. 10)

**13. Communication Channels, Informal Networks, and Alliances**

(crossover – see Mod. 5 ch. 9)

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- b) Measurement Process
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- d) Goal Attainment Methods and Performance-Based Training Evaluation
- e) Formative Versus Summative Evaluation
- f) Donald Kirkpatrick's Four Levels of Evaluation
- g) ROI Methodology
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### **2. Statistical Theory and Methods**

- a) Use of Statistics
- b) Measures of Central Tendency (Averages)
- c) Frequency Distributions
- d) Measurement Scales, Variables, and Classifications
- e) Measures of Variance
- f) Correlation
- g) Statistical Inference and Hypothesis Testing
- h) Effect Sizes
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### **3. Research Design**

- a) Concepts and Issues
- b) Sources of Measurement Error
- c) Rights of Human Subjects
- d) Tools for Problem Identification
- e) Preparation for Research Design Development
- f) Data Collection Methods
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### **4. Analysis Methods**

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### **5. Interpretation and Reporting of Data**

- a) Qualitative Data
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- c) Estimation and Reporting of Error
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- e) Communication to Users
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- a) Proposed Implementation of a Client Relationship Management System
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- a) What Is Systems Thinking?
- b) What Is Open Systems Theory?

2. **Chaos and Complexity Theory**

- a) Chaos and Complexity Theory Defined
- b) How Chaos and Complexity Relate to Facilitating Organizational Change
- c) Similarities and Differences Between Chaos and Complexity
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3. **Appreciative Inquiry Theory**

- a) Leading Groups or Teams
- b) Using Effective Questioning Techniques
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- d) Using Experiential Activities to Expand Learning
- e) Understanding Organizational Realignment

4. **Action Research Theory**

- a) Action Research and Learning
- b) Bloom's Taxonomy
- c) Six Sigma Processes
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- g) Multicultural (Global) Environment Management

5. **Organizational Systems and Culture, Including Political Dynamics in Organizational Settings**

- a) High-Performance Organizations
- b) Organizational Structure Models
- c) Current Culture Benchmarking
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- f) Role of Top Management
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6. **Change Theory and Change Models**

- a) Defining the Current State
- b) Defining Intended Outcomes
- c) Selling the Change Strategy
- d) Planning for Change
- e) Analyzing Stakeholders
- f) Considering Cultural Implications
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7. **Process Thinking and Design**

(Crossover – see Mod. 8, ch. 5)

8. **Engagement Practices to Build Critical Mass**

- a) Performing a Needs Analysis to Define a Need for Change
- b) Using Six Sigma Practices for Presenting and Measuring the Effect on Business or Performance Before Change
- c) Communicating Issues to the Workforce
- d) Considering the Importance of Owning the Process

9. **Communication Theory**

- a) How Communication Relates to Facilitating Change
- b) Communication Styles
- c) Communication Channels, Informal Networks, and Alliances

10. **Diversity and Inclusion**

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11. **Motivation Theory**

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- b) Employee Motivators
- c) Considerations for Motivating Learners

## 12. **Mindset and Mental Models and Their Influence on Behavior and Performance**

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## 2. **Adult Learning Theories**

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## 3. **Learning Design Theory**

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## 4. **Learning Technologies**

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- b) Authoring Tools
- c) Effects of Different Computer Languages on Instructional Material Development

## 5. **Learning Information Systems**

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- b) Learning Management System (LMS) Implementation Overview
- c) Effects of Learning Information Systems

## 6. **Marketplace Resources**

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- c) Off-the-Shelf, Customized, or In-House Development
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- b) The Role of the Training Manager
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- e) SMEs (Subject Matter Experts): Location and Topics

#### **8. Budgeting, Accounting, and Financial Management**

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#### **10. Project-Planning Tools and Processes**

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- e) Project Tools
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#### **13. Business Model, Drivers, and Competitive Position**

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- c) Criteria for Selecting a Coach
- d) Issues to Overcome When Coaching

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  - d) Goals of Knowledge Management
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- b) Role of HR in Workforce Planning
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- b) Trait and Factor: Williamson's Theory
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