

## **E - Training and Development**

E-learning is a computer based educational tool or system that enables you to learn anywhere and at any time. Today e-learning is mostly delivered through the internet.

- ✚ E-training means the delivery of learning or training program by electronic means.
- ✚ E-training involves the use of a computer or any other electronic device to provide training or educational material.
- ✚ E-training is the convergence of the internet and learning, or Internet-enabled learning.

### **Importance of e-training:**

- ✚ The continuous efforts of technology giants the world over have brought in user-friendly training or learning technologies at affordable prices which were unheard in the past.
- ✚ The workplaces and homes are being networked with sophisticated communication devices, thereby paving the way for information from anywhere in the world and at any time.
- ✚ E-training solutions helps the employees to learn and perform simultaneously.
- ✚ E-training solutions can bridge this gap by providing ready information to such distributed workforce anywhere and anytime, thereby creating an instant expertise.

### **Types of e-training:**

- E-training can be classified as
  - synchronous and
  - asynchronous training
- Depending on how the learning and teaching takes place.
  - 1) In the **synchronous approach**, both learning and teaching takes place in real time even though the trainer and learners are physically separated from each other.

### **The advantages**

- Learning from anywhere without having to travel to a farther distance to reach a training center and the convenience of interacting with the trainer and other learners instantly.

### **The disadvantages**

- Learner has to find time to attend the classes in keeping the appointed time and without having the option to learn whenever he wants or finds time.
  - 2) In the **asynchronous approach**, the learning takes place with time delay as well as the trainer and learner are physically separated from each other.

## The advantages

- The learner not only can learn from any place of his choice but also at a time of his own convenience. The cost of asynchronous training is quite lower than synchronous training.

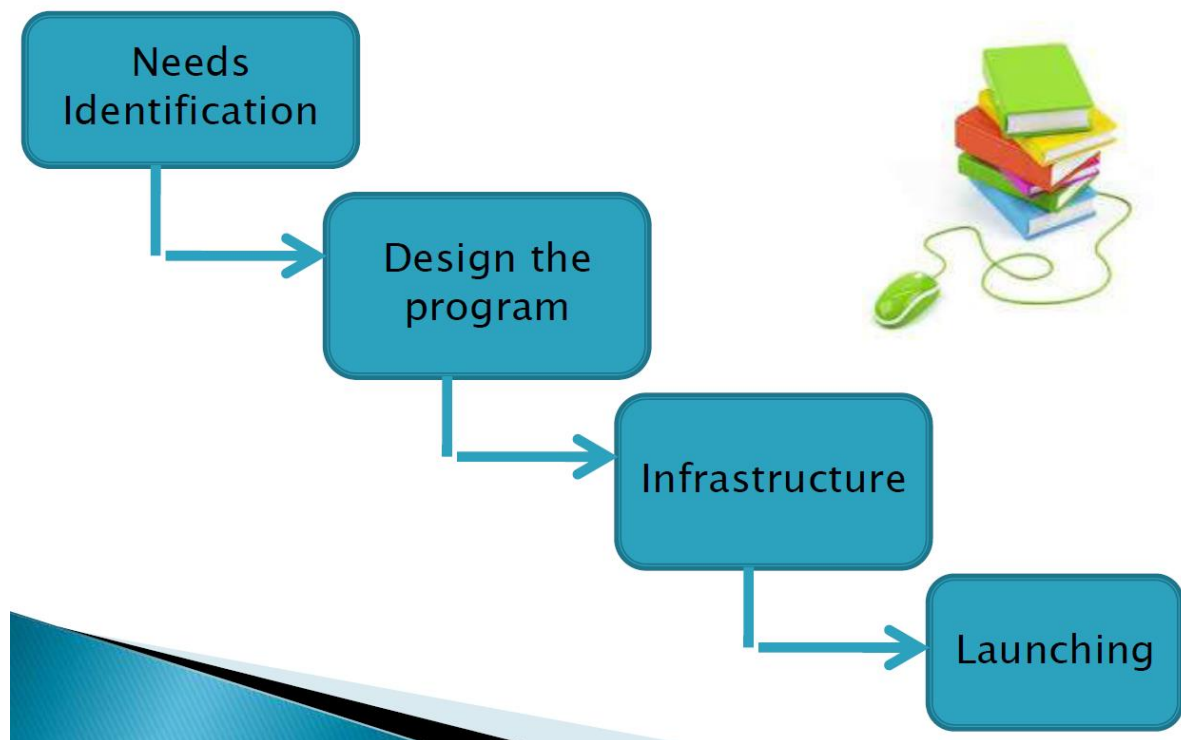
## The disadvantages

- There is no scope for an instant question-answer session and listening to the perspectives of other learners. The learner is cut-off from other learners and the trainer, at the time of learning.

## New training delivery and instructional methods include:

- ✚ online learning (e-learning)
- ✚ distance learning
- ✚ simulations
- ✚ virtual reality
- ✚ expert systems
- ✚ electronic support systems
- ✚ learning management systems

## Process of E-training



**Needs Identification:**

- ✚ The idea of introducing e-training should start with needs identification. Needs identification will have to look at the business case for investment in e-training as well as the need and comfort level of employees with specific reference to e- training.

### **Design the program:**

- ✚ Once a clear need is identified and the management accepts the proposal for investment to develop e-training programs, then the training managers have to look for designing appropriate programs based on the nature of learning as well as the characteristics of the learners

### **Infrastructure:**

- ✚ After designing the program structure, the training managers have to create the E-training infrastructure like computers, broad band connectivity, video conferencing and other devices.

### **Launching:**

- ✚ Once all the development work is completed it is now time for launching the program. A company should always start with pilot programs to test the suitability and understand the bottlenecks, if any.

### **Blended training:**

- Blended training is an approach which combines e-training with other traditional methods of training for delivering a training solution.
- “Blended Training” is the natural evolution of e-training into an integrated program of multiple media types, applied toward a business problem in an optimum way.

### **The Real Benefits of eLearning in the Workplace**

- ✚ There are many advantages of eLearning and online training programs that are relevant to every industry, business and employee around the world. We’ve listed them all below for your convenience.

- Convenient and flexible access
- Easy on the budget
- Serves different learning styles
- Self-driven and self-paced
- Measurable results and reporting
- Digital record keeping and administration
- Aligned to 21st-century business
- Interactivity and gamification
- Accessible support from experts

- Collaboration and community building
- Immediate feedback and recognition
- Widespread connection and standardization