

Finding the Balance:

Synchronous and Asynchronous
in Collaborative Learning

 **INTREPID™**
LEARNING AT WORK, TOGETHER.



Collaborative learning can enhance what's possible

From synchronous to asynchronous, and even blended approaches in between, collaborative learning offers distinct opportunities for a wide range of learner and program needs.

It also has the flexibility to bring some of the best options and approaches together - supporting high impact and high engagement learning.

When designing your own programs with collaborative in mind, you don't necessarily have to give up one good thing for another!

Each program can be unique, so that's we've put together a few templates to help you plan your upcoming programs and gain just a little inspiration along the way.



Collaborative Learning

Synchronous

Asynchronous

In-Person Hybrid

Blended Virtual

Always-On

Go-To-Market Events
Upskilling and Certification
Transformational Change
Role Based Training
New Hire Onboarding
Professional Forums and Conferences
Applied Practice & Simulation

Go-to-Market Event



Before the Event

- Pre-event communications for participants, managers, and stakeholders
- Cue participants into getting started for the event, all about it, and what to expect
- Opportunities to get introduced, meet peers, colleagues, and the training team
- Get people excited, share goals and topics to connect on, ex: a client you want to land, a proud project, your motivational song, etc...

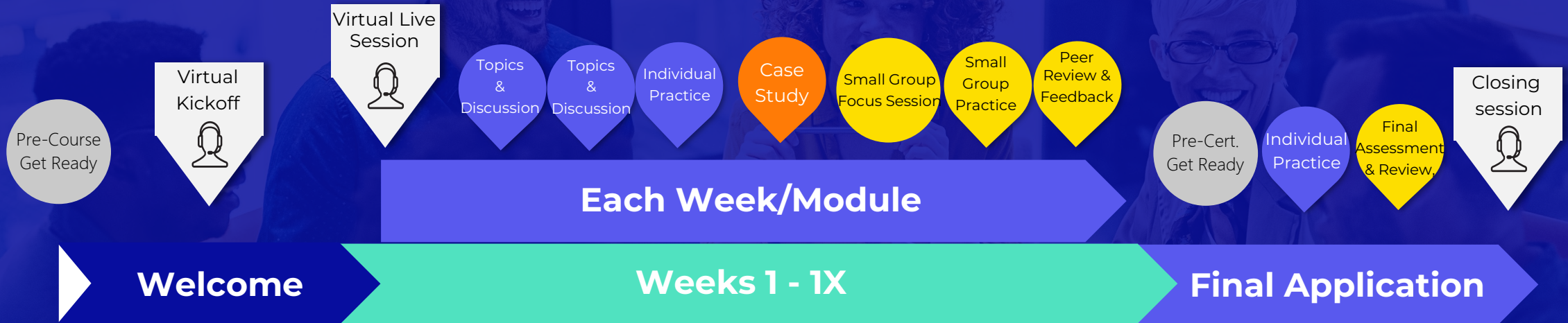
During the Event

- Participants have access to a daily live session schedule and summary of what to expect
- Each day kicks off with new speakers or topics and activities focus in on key takeaways for participants, ex: practice, application, reflection, group collaboration and/or networking opportunities
- Regional overlap in sessions and discussion forums is accounted for with relevant scheduling options
- Each day builds towards a final capstone, ex: participants put it all together in an action plan or pitch using the frameworks they've learned to apply

After the Event

- Peer reviews of final capstone
- Recognition of top participants for contributions or insights provided to the topic discussions, sessions, or activities
- Recognition of accomplishments as a whole team and/or organization
- Live showcase of top final submissions during last session
- How to stay connected and keep the momentum going forward

Upskilling and Certification



Getting Ready and Virtual Kick-off

- Pre-course getting ready reminder
- Welcome kick-off event, what to expect in the program, and how to be successful
- Meet your peers and the course team you'll be working with for the next X weeks
- Discussion, ex: what participants want get out of the course; motivations for joining
- Intro to small groups, ex. group discussions, practice activities, and peer review

Learning and Application

- Virtual live session, topic intro, and what to expect
- Relevant topics discussion, poll, or ask-the-experts
- Case study with applied practice, or simulation
- Opportunity collaborate with small groups of peers
- Peer review and/or instructor review feedback
- Highlight communications and/or weekly recap with summary of this week's results, insights, and most noteworthy takeaways
- Friendly reminders of what's coming next

Final Application, Assessment, or Expert Reviews

- Communicate expectations and required criteria for final certification assessment
- Opportunity for practice prior to final evaluation, peer, and/or expert review
- Final application, assessment, or peer review completed by participants
- Closing session, recognition of participant contributions, and accomplishments
- Post-course survey gathers data on experience and impact on outcomes

Transformational Change



Getting Ready and Virtual Kick-off

- Pre-course getting ready reminder
- Kick-off event, what to expect in the program, and how to be successful
- Meet your peers and the course team you'll be working with for the next X weeks
- Discussion, ex: what participants want get out of the course; motivations for joining
- Intro to collaborative learning and networking; opportunities, expectations, and outcomes

Weekly and Monthly Engagements

- Virtual live session, topic intro, and what to expect
- Relevant topics, action items and reflections, ex: discussions, poll, ask-the-experts, or case study or simulation with applied practice
- Optional peer learning circles or networking activities, fireside chat discussions or mentor 1:1 Highlight communications and/or weekly recap with summary of this week's results, insights, and most noteworthy takeaways

Closing Session and Post-Course

- Closing session, recognition of participant contributions, and accomplishments
- Showcase of top final submissions
- Networking celebration offers a final opportunity for participants to connect
- Post-course survey gathers data on experience and impact on outcomes
- Post-course engagements continue the momentum

Role Based Training



Getting Ready and Virtual Kick-off

- Virtual kick-off and introduction to the roadmap for the training
- Get started, the program, and topics
- Meet your peers and course team
- Share your goals and questions
- Envisioning yourself in the role
- Introduction to the role based topics and practice that learners will engage with

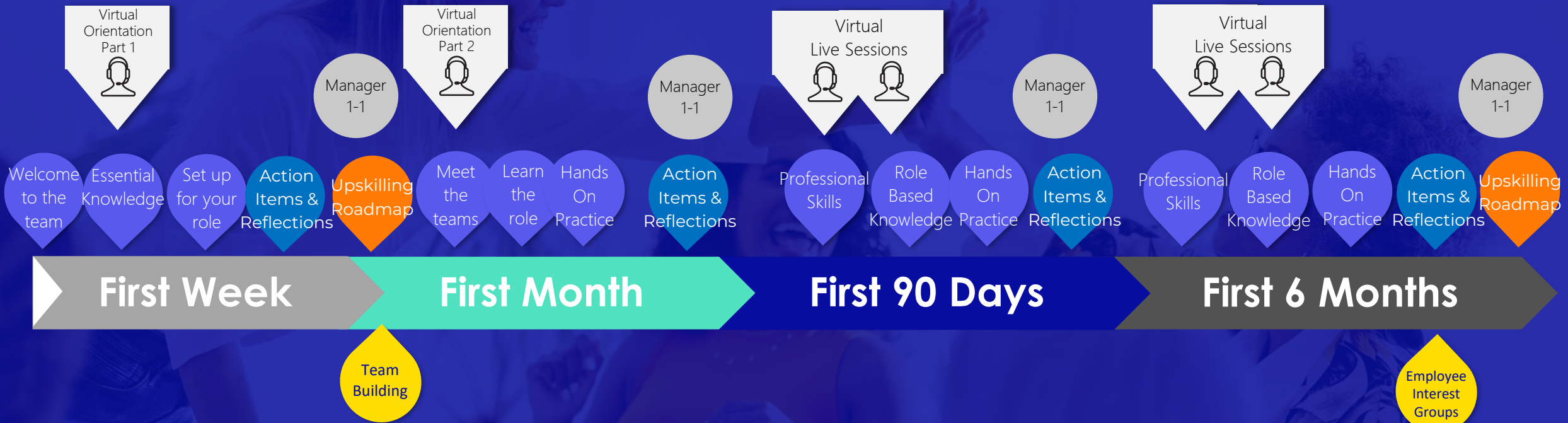
Virtual and In-Person Engagements

- Get the basics of operations in the role, the skills and knowledge needed to succeed
- Hands-on practice with expert feedback
- Time for coaching from experienced team members, mentors, or trainers
- Role-based topics, implementation, virtual scenario practice, and/or virtual capstone with peer and expert feedback
- Hands-on practice with expert feedback

Final Action Items, Reflections, or Wrap-up

- Final action items and reflections
- Closing session, recognition of participant contributions, and accomplishments
- Post-course survey gathers data on experience and impact on outcomes

New Hire Onboarding



Welcome to the team and First Week

- Warm welcome from; getting oriented and acquainted
- The organization, culture, mission, work life, operations, HR and benefits, employee support resources
- Essential knowledge and getting set up for the role; tools & systems
- 1:1 to discuss upskilling roadmap

Virtual and In-person Engagements

- Learning the role, operations, tools & processes
- Scenario based, and/or hands-on practice with expert feedback, peer review and collaboration
- Coaching and team building opportunities
- Action items, reflections, and/or 1:1 to discuss

Final Action Items, Reflections, or Wrap-up

- Final action items and reflections
- 1:1 upskilling roadmap check-in
- Post-course survey gathers data on experience and impact on outcomes



Also check out these great resources:

[How to Create a Training Program Pilot for Maximum Impact](#)

[What Is Upskilling? A Key Guide for Modernizing L&D Programs](#)

[Collaborative Leadership Training for New Managers: 5 Key Components](#)

[4 Tips to Convert Instructor Led Training to a Blended Approach](#)

[8 Effective Onboarding Best Practices for the Modern Workplace](#)



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