Continuing and Professional Education

ILLINOIS SPRINGFIELD

WORK SAMPLES

Overview

As a part of the University of Illinois Springfield's Continuing and Professional Education department, our Learning Solutions team values skill development. That means when a client comes to us with a project – whether it's a video series or a training manual, or a fully designed curriculum – we spend time understanding the learning need before we prescribe a solution. This document showcases a few elements of our work and process.

Training courses

The CAPE team has developed courses with government agencies, non-profits, and other partners to solve a variety of business problems. We work with subject matter experts to breakdown content, pull out learning objectives, and find ways to help learners gain necessary skills and access knowledge content on-demand. Below are a few examples highlighting our development.

Simple navigation

Our courses start with a solid framework. We ensure that content is never more than a few clicks away and learners can navigate with ease. We help learners orient to the online space with a welcome or getting started page, and clearly name every top-level page to make navigation intuitive.

Knowledge checks

From simple recall activities to generative practice and simulations, we design learning activities appropriate for the learning situation.

Interactive content

We look for ways to segment content into manageable pieces, ensuring learners are not bombarded with walls of text. We understand that attention and motivation are essential for learning. We apply principles of interactive graphic design to draw learners in and sustain their attention throughout a learning experience.

Live and animated video

Our team produces video content to engage learners, provide alternative ways of accessing content, and sustain learners' attention. We not only know the tools for producing video content, we understand how to design for learning impact.

Train-the-trainer, facilitator guides, and instructional support

As a complement to the training curriculum we create, or as an addition to existing curriculum, we can build instructional supports that make teaching and learning more efficient. This includes guides or workshops to help trainers facilitate the curriculum (in a physical or online classroom), instructions for accessing and completing the training, and tech support while the training is underway. Our supporting materials and services are meant to streamline the instructional process and help you deliver a seamless learning experience.

Manuals, job aids, and more

Sometimes our conversations with clients lead to a solution other than formal training. We might have recommendations centering on just-in-time resources, such as knowledge base content, user manuals, or process improvement.

We want to provide the best learning solution for our client's needs, and we're happy to explore that with you. We have expertise on our team using knowledge management tools like SharePoint and Salesforce, and we can build custom solutions using a combination of our tools.