

NLTC 9



National Laboratory Training Conference



APHL Developing Online Training: Timeline and Resources

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Objectives

- Obtain funding, approving contracts
- Research and development of topics
- Evaluate and Purchase Software and Equipment
- Learn to utilize software and equipment
- Implement the course

Obtain funding

- RFP was accepted December 21, 2016
- Work order agreement received from APHL March 1, 2017
- Changes made by ND DoH sent to APHL March 20, 2017
- Signed work order agreement received from APHL April 5, 2017
- Grant number received from ND DoH accounting department April 27, 2017

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Research and development

- 6-12 months to research and develop your content
- We had some of our content from the previous year
- Utilized 2 contractors to develop two of the courses



Evaluate Software and Equipment

- Evaluate software programs
 - TrainCaster, Configio, Lectora
 - Free demos and evaluation tools
 - Photo subscription
- Equipment
 - Advice from others in the department



Purchase of software and equipment

- Some vendors were more difficult to work with than others due to our tax exempt status
- We were able to find alternate vendors and get our purchases finished by June 1



Learn to use software and equipment

- Learn how to navigate through new software and use any new equipment/peripherals that you have purchased
- New microphones were purchased and they were very user friendly and easy to use



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Implementing the course



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