# Strategies to
# Deliver
# Your Training

**Present**  **Capture**  **Provide**  **Connect**

**A Guide to Use Methods of Training Delivery and Adapt to New Presentation and Learning Management Tools**

**Melissa Camacho**
**OFFICE OF TRAINING TEAM OPERATIONS**
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**Grow**
with Staff Development

# Strategies to Deliver Your Training

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"We become what we behold. We shape our tools, and thereafter our tools shape us." — Marshall McLuhan

# About "Strategies to Deliver Your Training"

Melissa Camacho
**Office of Training Team Operations**

## What will you learn from this training guide?

In this guide, you will learn about four strategies you can use to focus on to deliver your training such as to *present, capture, provide, and connect.* Each of these strategies pertain to certain tools used for training such as presentation tools, capturing methods, what you provide to the audience in terms of learning material and incentives, and using communication wisely to connect with the audience and get feedback from your training. You can think of these strategies as your *training wheels*. You will learn how to use these strategies wisely to begin and end your training.

These four strategies can be contributed to modern training and learning technologies. Courses and topics can now be structured in a more systematic and interactive way to engage the audience. When training or course content is developed through digital online training and presentation platforms, learning becomes more effective. The tools provided in Learning Management Software (LMS) and new presentation software allow users to explore all the options that will make their training content simple, clear, and edifying.

By accomplishing that goal as a trainer, you must *first* understand how to use elements of designing presentations, how to use those elements for managing content delivery, and how to use them to capture your audience's attention. As opposed to traditional learning management techniques, LMS comes with technical features to track learners' progress and get feedback from learners. Keep in mind that while adapting to new learning and training technologies, you are using the tools provided to *communicate* with your audience.

# Introduction to Training Delivery

Melissa Camacho
**Office of Training Team Operations**

## Are you ready to start your *training*?

It takes a lot of skills and preparation for a trainer to train. At first, you may think about all the technical, verbal, and communication skills you have to offer a successful training session to your target audience. You cannot conduct a training session without understanding the concept of *training delivery*. According to referenceforbusiness.com, training delivery is a systematic process designed to meet the staff's learning objectives in order to help them perform their jobs successfully. However, the results of training delivery are reached beyond a skillset level. In reality, you may face some challenges when you deliver training content. The most important thing is learning to deal with those challenges and still be able to provide the audience with the necessary information that is valuable to their knowledge. *Without proper training delivery, you do not have all the answers.*

## Relationship with the Audience

Before reading into the four training strategies to *present*, *capture*, *provide*, and *connect*, it is important to know who your audience is, their level of knowledge that relates to the topic you are training, background, and choose the most vital information needed to enhance their knowledge of the topic.

## Know Yourself as a Trainer

It is important to know that each trainer has different types of training skills and strengths. Some trainers have more skills in one area than the other. This is known as your *training style.* You should use training styles that you know can best deliver the model of your training while you meet training standards and requirements. For example, if you are not a type of trainer to remember everything, you need to carry your written index cards or notes to use them as a quick reference to get your point across. If you are a type of trainer who is advanced in technology, use it to your *advantage*. Use interactive links, YouTube videos, graphics, but also use them when and if *necessary*.

# Present

To present is to show, explain, and describe. This entails what, how, when, and why. The act of presenting is also known as a presentation. Now-a-days, technology has been a major component in presentations for training delivery for many reasons. It is used essentially to grab the audience's attention. It helps the audience to remember highlights pertaining to the topic. Features used to present training topics from various media tools such as PowerPoint, Smart Boards, and YouTube videos, are interactive and help to motivate the audience in engaging training activities and enhance their knowledge of the topic. See

## Advantages

According to free-management-ebooks.com, the interactive presentations help to explain and describe points specifically to break down the understanding of the topic. See Principle Elements of Visual Presentations on page 12. While doing so, there are limitations you can face, but there are also solutions to resume delivery of your training. Below are positive results you will achieve in using presentation techniques from your training:

- ✓ Interactive illustrations.
- ✓ Images as visual aids in learning concepts.
- ✓ Display samples or prototype.
- ✓ Emphasize key points or elements.
- ✓ Show diagrams or pictures to have a deeper meaning of your key points.
- ✓ In addition to presentations, it is also helpful to use demonstrations such as a product or other objects as a supplement to your key points.

## Limitations and Solutions

While presentations are very useful in conducting training, there are limitations to consider. From free-management-ebooks.com, the following limitations and solutions are listed below:

1. **Attendance:** Not every member can attend the presentation due to various reasons such as more important presentations they need to attend, personal reasons, etc. However, this can be solved by conducting online presentations, or online training which is known as eLearning. The same information you present can be developed online through the use of advanced technology and training team coordination.
2. **Background Information:** During presentations, you don't have time to introduce background information of the topic. To solve this problem, you can provide handouts, reference guides, or glossaries to give the audience and help them understand the background of the presentation.

3. **Audience Relies on Speaker:** The effectiveness of the speaker is relied on by the audience at the pace of the speaker's delivery. Some people may not catch the message on time and can miss the point of the presentation. However, this can be avoided by allowing the audience to ask questions not only at the end of the presentation, but after certain key points during the presentation. It all depends on the learning background of the audience.

# Capture

To capture an audience is a vital characteristic of a presentation. Capturing the audience is grabbing their attention and keeping them in the "aha" moment. According to Parkinson (2013), the reasons why your ability to capture must be consistent is because your brain can get tired and you will eventually lose your focus. Therefore, the audience will feel no need to pay attention to what you are presenting or saying. Parkinson describes the following techniques that can be used to capture the audience's attention:

1. Surprise the audience by doing or saying something shocking or unexpected such as an image, noise, music, etc.
2. Use 'Cognitive Dissonance' by keeping your audience guessing out activities you use as puzzles, quizzes, and games.
3. Storytelling is a way to compliment your presentation, but make sure it is relevant to the topic.
4. Get your audience involved by asking them to participate in training activities. Have an open discussion to discuss what or what did not work about the activity.

## Advantages

Capturing an audience can have a positive impact on how they feel about the presentation and the topic presented. It helps them see the importance of what they are being trained on and why. It also helps them to remember key points that they need to know.

## Limitations and Solutions

According to Wyes (2014), there are two ways an audience pays attention, neck-down and neck-up attention. Neck-up attention is when the person must pay attention to the trainer when he or she speaks. Neck-down attention is when the person has no choice, but to listen to the trainer. The audience rewards you by paying attention. Therefore, it is important for you to maintain that attention. While capturing the audience's attention, there are things you must consider before they break away from your key points:

1. **Keep it Short and Clear:** People's minds can only absorb so much information. Before speaking to an audience, breakdown the highlights of your information only so it will be easier for them to remember.
2. **Be Natural:** If you are not a comedian, don't try to tell jokes. You can have your natural sense of humor come through and it will be persuasive enough to the audience to keep their minds active. Then you are in for a neck-up attention.

3. **Keep Your Information Suspenseful:** For each key point you make, make sure it develops from previous key points. In other words, when you speak or present, make sure that each information you deliver is going towards a new direction so the audience is prepared to obtain new ideas and solutions.

# Provide

To provide in training is a strategy to make the audience feel welcomed and proud to be part of training. Though the audience has made an effort to show up for training, you are offering a service to them as well. *Remember, it's your audience.* It's part of building and maintaining a relationship with them whereas when you present and capture, you are building a chemistry with them.

## Advantages

Ways you can provide to an audience is meeting their interests and needs. This means you should first know your audience. With this also comes priority. You must offer what they need first before filling in the enjoyment because they are mainly at your training session to learn.

Let's look at a breakdown of what you should provide the audience with first to meet their learning needs and their interests:

1. **Additional Training Material:** According to trainingtoday.com, training material such as handouts are supplements to presentations. They can be used as reference guides to clarify or get more information. ("How to Conduct an Effective Training Session," 2016)
2. **Resources:** Let the audience feel free to obtain more information as they can about the topic. If it is relevant, provide them with a list of websites, contact numbers and/or directories, and publications that they can use to expand their knowledge.
3. **Supplies:** It doesn't hurt to have some writing tools available for the audience, even if they should come prepared.
4. **Rewards and Recognition:** According to Eventbrite.com, you should let the audience know they are going to receive an award or certificate for completion of the training. It gives them a reason to feel that what they do is important and valuable to an organization. It motivates them to continue learning and stay throughout the training. Your audience wants to feel acknowledged. ("9 Fun Ideas to Spice Up Your Workshop and Engage Your Audience,"2017)
5. **Prizes:** After each person gets an answer right in a game, puzzle, or pop up quiz, have something valuable they can use as a prize such as supplies or other accessories such as headphones and calculators. It gives them the idea that they accomplished something.

## Limitations and Solutions

As you provide, be careful not to spoil the audience and try to reward them with things that will not help them. There are some examples you can follow such as:

1. **Material Must be Relevant:** Make sure that extra training material is relevant to the topic, but at the same time is not repeating what you provide in your presentation. This way you can allow more time to discuss new relatable information.
2. **Resources Must be Resourceful:** The resources you provide must contain information where the audience will most likely retrieve other types of material or data that can act as help guides. Otherwise, it will be a waste of time.

3. **Don't Reward Without Effort:** Do not just give away all your awards and prizes. Though you must be courteous and acknowledge your audience, let them know they are to be professional and follow practices to achieve any awards they can get, just as you need to be professional to receive recognition from your training management.

# Connect

Last, but not least, to connect has many forms of communicating with your audience. Connecting with your audience is also building a relationship with them as you do when you provide during training. This is the only strategy that is done during and after training. This is a crucial step in getting to know your audience as well and they also get to know you and begin to feel a comfort zone. When they are in a comfort zone, they are more open to express themselves in open discussions, participate more in activities, and always be ready to learn more about the topic.

## Advantages

According to Freifeld (2013), there is no connection without your engagement with the audience. It doesn't mean anyone has to be deep and personal about certain topics and discussions, but to have a deep understanding of the topic. It is all to share and implement knowledge. Connection goes on to ensure the growth and development of the audience. The following methods used to connect with the audience are as follows:

1. **Define Objective:** Find what your intention is with the audience. The audience wants to know "What's in it for me?" Let them know what they can expect to get out of the training and how it will have a positive impact on them.
2. **Engage in Conversations:** Share experiences that relate to the topic. Then ask the audience about their experiences. Ask questions after making certain key points. In addition, ask them again if they understand just to ensure.
3. **Eye Contact:** When speaking, look at your audience, especially if you speak to someone face to face.
4. **Conduct Activities:** Break the audience into groups and have them engage in activities where they are putting your training into practice. Ask them what they got out of the activity and how they think it relates to the topic.
5. **Icebreakers:** These are strategies groups can use to get to know each other. It also depends if it will help them participate more in group discussions.
6. **Get Feedback:** Allow the audience to give suggestions about the training. Be open to what they feel can be improved.
7. **Availability and Flexibility:** As soon as training is over, be sure to provide your contact information and let the audience know the best time you can be reached.

# Limitations and Solutions

There are lines you simply don't cross when connecting with the audience. If you are not sure, verify what the rules are with your management. Even though you do your best to connect with your audience, keep in mind it is for the purpose of understanding the material. Below are a few limits you should consider:

1. **Time Limit:** When hearing feedback from audience, be aware of the time you spend responding to questions asked. Give a brief and on point response. If someone from the audience wants to carry on, politely let that person you need to start on the next segment of the topic or you need to answer other questions before time runs out.
2. **Conversation:** Do not get deep and personal when conversing with the audience. Keep it on a professional level and be consistent with the topic.
3. **Choose Activities Wisely:** Make sure you choose activities that the audience is comfortable with. Be aware of any difficulties with physical movements. Take the opportunity to observe the type of communication style your audience has. Ask yourself if they are the type to socialize and are the majority more introvert. This can help you choose the type of training activity that is best for them.

# Principle Elements of Visual Presentations

Melissa Camacho
William Peters

**Office of Training Team Operations**

**Color:** Color sets a mood for the theme being presented. It is important to choose your colors wisely and according to your intuition. Tips to consider when using colors in your presentation are:

| Do | Don't |
|---|---|
| Make sure the theme and color complement each other. | If your presentation is a happy one, avoid the colors black, gray, and brown. If your presentation has an emotional theme, do not make a scene to use colors like red, orange, and yellow. It can distract the audience's attention if negative emotions are aroused. |
| Use contrasting colors together. | Use dark text with a dark background or use light backgrounds filled with light texts. It is aesthetically unpleasant. |
| Use a color wheel to double check your options. | Limit your options. |
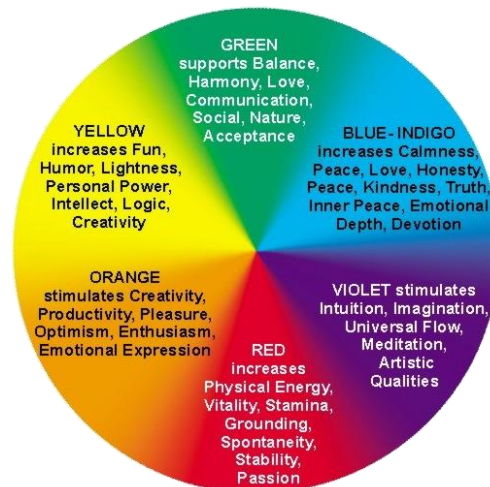
## Consider the "The Psychology of Color"

Color has more of an impact on a presentation then we think. For example, blue is the most popular background color for PowerPoint presentations, especially for trainers. According to presentationteam.com, blue sets a calming and conservative mood for the audience.

Green is also a popular color in presentations because it represents growth and interaction within an audience. Yellow is a color that grabs the audience's attention to important details. It is often used to highlight information. However, it should be used in moderation. Having a yellow background can be like putting people in a yellow room. If used excessively, it can set an angry mood among the audience. Purple wouldn't be used much because it stimulates emotional moods since it represents spirituality. Gray is now a trending color that demonstrates old changes coming back to the workplace.

**Don't be Default:** A good method to keep the audience's attention is to be simple with material that shows data.
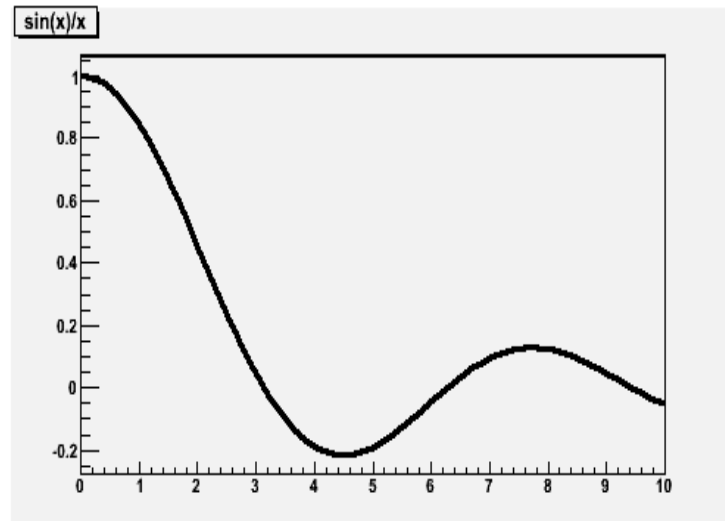


**Use Animation with Intention:** Make sure every image you post has a good meaning behind it, as well as an entertainment factor. Tips to consider in using animation features in presentations are:

- **Transitions:** Transitions provide a movement along a path. They create an impact on visuals by adding rhythm to important details of a presentation. However, it is important to balance the use of transitions to keep the audience focused. Too many animations on one slide can confuse the audience.

- **Consistency:** Unity in animation helps to communicate information that is categorized. This is important to keep the same animation or transition styles throughout most of your presentation slides.
- **Know When to Use Animations or Transitions:** Transitions and use of animation helps in telling a story informatively and visually. It also helps to guide viewers. During the process of setting up animations, always use the preview feature to ensure that they work properly. Some slides may not need transitions if other animated elements help support the message you are trying to convey. Remember, you want to keep the audience focused on the most important details and not distract them with too many visual effects.

Below are two examples of a visual presentation where animation is applied on the colored text boxes. Notice how the different colored text boxes flow across and inside the image while the other visual content on the slide such as the heading, image, and background do not change. You can expect the viewer to be focused on the animated items that outline content to support the main heading, *The Anatomy of a Graphic Designer's Brain.*
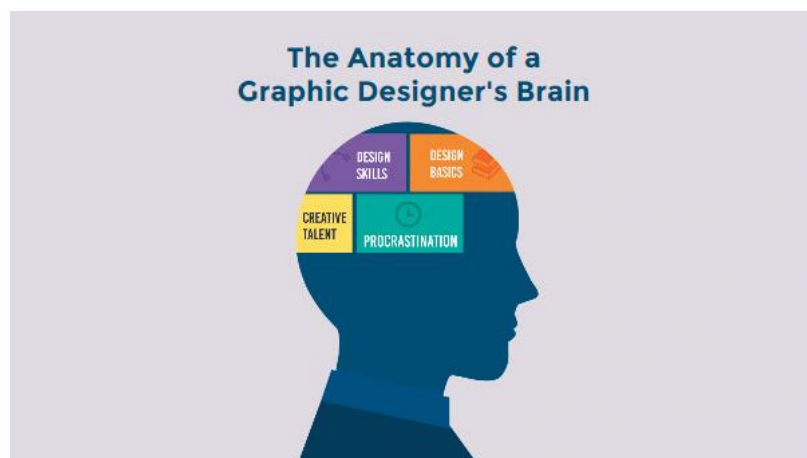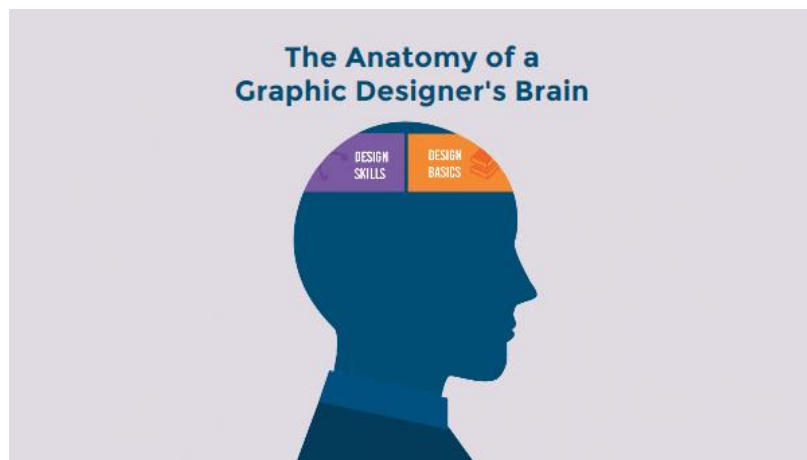
**Give Photos a Treatment:** Another Method to add feeling to a presentation is by using good quality photos. Always use high resolution photos of 280 dpi or above. Anything below that can be considered low resolution and is not desirable to suit a viewer's eye, especially if text will be used to help describe the meaning of the image you use.  See examples below:



High Res Image 300dpi    Low Res Image 72dpi

### Sources for Visual Presentation Elements:
- https://visme.co/blog/elements-principles-good-design/
- https://www.duarte.com/presentation-skills-resources/4-presentation-design-principles-to-live-by/
- https://www.presentationteam.com/tips/psychology-of-color-in-powerpoint-presentations/

# The Modern Trend for Presentations
## It Takes More than PowerPoint
## To Do All the Work

Melissa Camacho
**Office of Training Team Operations**

PowerPoint has been used as a standard presentation tool across many industries for the purpose of educating, training, informing, guiding, and marketing. Depending on the product, strategy, or rules and regulations that are vital to an organization's reputation, the *multimodality,* of presenting visual information becomes an element to carry out crucial information to an intended audience. Multimodality is the combination of elements used in media such as text, images, and space to communicate an idea or a message. The more enhanced visual presentations are, the more clarity and quality is carried through displaying information that calls people's attention to the topic. It is a technological strategy to create efficiency in delivering and displaying information in which audiences can easily comprehend through visual perception. It is one of the ultimate goals in increasing productivity in an agency or organization.

A key element in PowerPoint presentations is the tone or language in which presentations are designed, in addition to following the rules of visual elements. However, in the modern world of business and office administration, the culture and language of the work environment changes to higher degrees of performance, accountability, and awareness. This further requires a team of professionals to adapt and react to a changing work environment. It is mostly accomplished through more creative and advanced structure of presentations to relay a stronger message as it applies to changes, etc.

Changes in presentation skills have promoted the design of newer user-friendly online software or more advanced free presentation software, which encourages presenters with easier and more innovative ways to breakdown information visually with simplicity. In addition, many of these apps include more simple and unique ways make more interactive presentations. It also became a newer strategy to engage the audience. Many software presentations now provide social media links for users to communicate and share content with their colleagues and management.  It is easier for a group of professionals to save time wisely by having quicker access to content. Many of these apps also provide the integration of PowerPoint, since it can be used as a main presentation platform and it can be easier for users to convert and adapt to using other presentation tools.

# List of Free Online Presentation Software

Melissa Camacho
Jonathan Colon

**Office of Training Team Operations**

## Canva

Canva is a free online and mobile presentation app that provides many free templates such as creative, educational, and business purposes. You can upload, edit, and save content.  You can share and collaborate your work with your colleagues.

Website: www.canva.com



## Google Slides

Google slides is a free online and mobile presentation app that allows users to collaborate on a presentation in real time. This is a cloud- based application, and the setting can be changed to be used online or offline. What's also interesting about google slides is that you don't need to hit a 'Save' button.  It automatically saves your work and you can search by date. Google Slides allows you to work with PowerPoint. However, you will need to use Google Chrome to convert PowerPoint slides. Google slides also features a cloud app known as G Suite for real-time editing, commenting, and sharing with colleagues.

Websites: www.google.com/slides/about/
www.gusite.google.com

## Adobe Spark

Adobe Spark is a free online multimedia and mobile app that allows users to design and/or animate visual stories. You can use the site's free pictures and templates to design videos, web pages, flyers, and presentations for all purposes. Adobe Spark allows you to upload your photos and edit text as well. Your work gets automatically saved. In addition, you can apply sound to your presentations and record your voice for narration.

Website: https://spark.adobe.com/
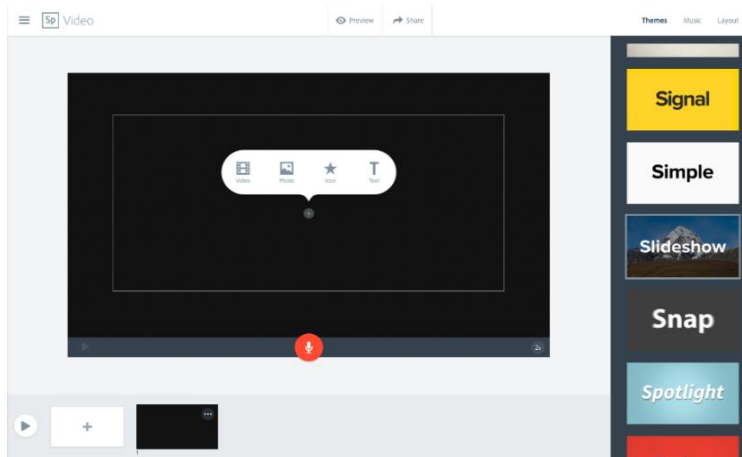


Adobe Spark Video Template

## Visme

Visme is a free presentation online application that enhances the quality of your presentation. It offers free online templates and slides. It allows you to import PowerPoint slides as well. You can make your presentations interactive by using links to websites, add animation, and pop ups. In addition, you can add videos, voice, and music to your presentations.

Website: www.visme.co/presentation-software/
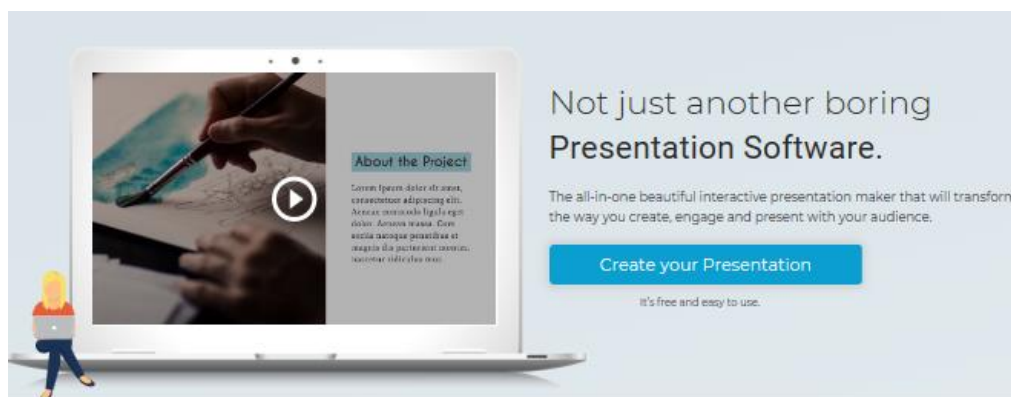
# SlideDog

SlideDog has a free multimedia software version for PC and mobile. Its usefulness and unique features allow users to combine PowerPoint presentations, PDF files, video clips, and web pages into a live stream presentation and connect with your audience through real-time. It also supports file formats such as Microsoft Office 2013 and higher. You can download and use the *SlideDog Remote* app to switch between and navigate presentation files, videos, and edit slides. SlideDog also offers an offline app called *Offline Installer of Slide Dog.*

Websites: www.slidedog.com
www.slidedog.com/support
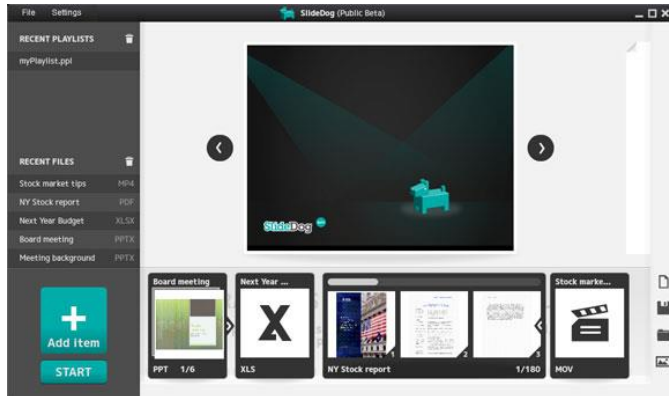


SlideDog Multiformat Presentation Slides

# LibreOffice

LibreOffice is a free office suite that contains remarkable and enhanced presentation software tools that attract a wide range of audiences. It is currently used by millions of people worldwide, especially a team of professionals in industries like finance, marketing, and office administration. It is also compatible with Microsoft Office apps like Microsoft PowerPoint and Microsoft Word. In addition, it allows users to export files in a variety of formats such as PDF.

LibreOffice has a fast and easy-to-use presentation tool known as *Impress.* Like PowerPoint, LibreOffice has the ability to display text and images in a sequential order. It has the features to apply animation, create notes, and add transitions to your slides. Impress also contains unique features that can enhance visual presentations to attract a wider range of audiences. For example, the *FontWorks* tool allows users to create 2D and 3D text images. You also have the option to manually view and/or show your slide show in versatile settings such as timing, visible or invisible pointer, and visible or invisible navigation settings.

Last, but not least, Impress offers free templates for multipurpose document and presentation formats. In addition, there are free extensions available.

Website: https://www.libreoffice.org/discover/impress/

## Zoho Shows

Zoho Shows is an online presentation tool built for collaborating and live learning. Users can communicate with their colleagues to share and edit content. This is a compatible app for mobiles and tablets as well. It allows the user to create content and presentations anywhere.  In addition, it can import PowerPoint slides to show presentations. The application allows user to customize their slides with texts, images, graphics, tables, charts, and videos. Elements can also be animated for a more enhanced interactivity. Zoho Show lets you create, collaborate, present, broadcast, and publish presentations the smarter way.

**Website:**
https://www.zoho.com/show/
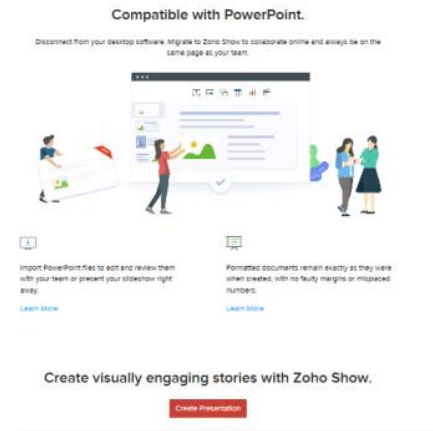
## Visual Bee

Visual Bee is a Microsoft PowerPoint Software plug in that enhances the quality and appearance of your PowerPoint presentations. It comes with free professional looking templates that can enhance your design. In addition, there are unique animations and transitions that you can choose from to make your slides more effective. Free trial and demo available at www.visualbee.com

**Website:** www.visualbee.com

## Adobe Captivate

Adobe Captivate is an effective presentation and Learning Management System (LMS) that allows you to import PowerPoint slides and enhance them with Adobe Captivate's interactive features. You can insert videos, audio, customize design themes and images, use other tools such as charts and tables to create content. This software provides tools create tests and quizzes in various formats. Both learners and users can use this app on or offline. It can also be downloaded on mobile. In addition, you can design slides in Adobe Captivate and export to PowerPoint. Free trial for Adobe Captivate is available at https://www.adobe.com/products/captivate.html.

There is a promotional release of Adobe Captivate known as Adobe Captivate Prime, which includes advanced features for eLearning and sharing of content for project collaboration. See page 27 for more information.

Below are these 3 easy steps to export your Adobe Captivate slides into a PowerPoint presentation:

1. Print your Adobe Captivate project by going to File on the menu bar, then Print.



2. Then launch Microsoft Word and open the word document generated from the file you printed from Adobe Captivate. Go to Save as>Web pages > (HTML).
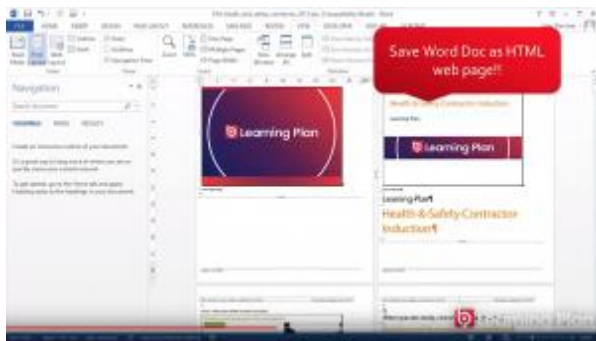


Note: Once you save the Microsoft Word Document as HTML,  word creates a separate folder to store the images.

3. In PowerPoint, go to Insert. Then go to photo album, and select the images from the folder that Microsoft Word created.



For more information, visit http://learningplan.com.au/.
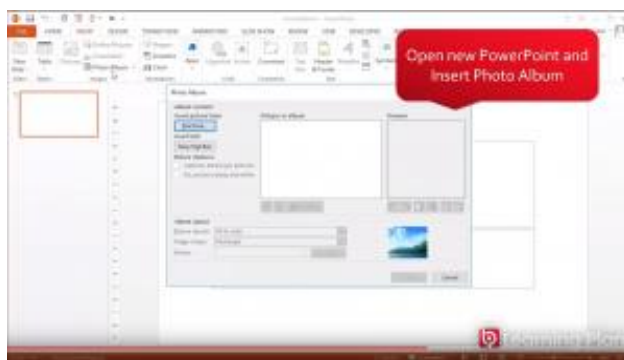
# Learning Management Systems

## The Link between Learning Management and Training Technology

**Melissa Camacho**

Office of Training Team Operations

The cross between providing and connecting with your staff, is accomplished through *learning management.* It was always used as a concept to analyze the learning curve within an audience. Learning Management focuses on the art, profession, and science of designing learning strategies and outcomes. It is often used to plan and design curriculums for training purposes. The leading component for learning management is the *learning manager.* The learning manager uses a practical theory called Learning Management Design Process (LMDP). LMDP is a theory that focuses on planning what learners need when being taught.

Throughout the years, learning environments in many industries have been formed to teach, track, and monitor learning outcomes from employees, students, etc. The reason is they forget about what they are taught. However, there have been obstacles faced to ensure staff is being trained successfully at reasonable times. The development of LMS have been created to efficiently process learning outcomes and strategies by offering a variety of software tools that adjust to certain learning situations. According to industry.com, 96% of stakeholders claim that using the Learning Management System had positive results on the ability to track learners' progress and organization of training content. (Majumdar, 2016).

### What to look for in Learning Management Systems?

According to mindflash.com, it is worth using an LMS that allows instructional users and designer to create their own content. Some LMS come with authoring tools and some do not. The ones that do not carry authoring tools rely on third-party course materials. Some organizations that want to use third party course materials, must adhere to SCORM rules and regulations. According to itrackglobal.com, SCORM stands for Shareable Content Object Reference Module. According to SCORM.com, SCORM is the most widely used standard of LMS. It provides technical standards for products. In addition, data models and content can integrate with SCORM. Programmers can use SCORM for coding to work with other software. SCORM is useful in allowing clients to upload content into LMS and import into other sources.

Many content developers prefer software that is easy to use, reaches staff standards, and is cost-effective. Choosing the right LMS depends of the learning and training needs of the organization as well.

However, LMS replaces older learning and training methods due its ability to engage the audience by making learning interactive and user-friendly. With LMS, content is more structured and it makes users be more focused on each segment designed by content managers.

According to itrackglobal.com, there are over 500 Learning Management Systems across the globe. This makes the selection of LMS extremely broad for an organization to choose from. That is also because the learning and training standards vary in many different organizations. It also depends on how employees *communicate* to get feedback and how a certain amount of course material needs to be produced in a restricted amount of time. Due to effective learning capabilities and development with LMS, the market size for LMS software to grow to USD 15.72 billion by 2021. There are six qualities of the best LMS companies should consider:

1. **Course Management:** A course management system allows the user to manage a collection of courses online. Staff involved with coordinating and designing training content can use course management to post course materials, grades for staff, and send newsletters.
2. **Compliance with Standards:** A team of professionals share common knowledge on how they communicate, which it is a practice that becomes a language to them. In the same way, LMS defines how courses and LMS communicate. SCORM is the most popular standard.
3. **Mobile Friendly:** Having access to eLearning on mobile devices is now added to support the flexibility of using LMS. It allows more time for users to have access to content and provide feedback at a much quicker pace. It supports offline learning and microlearning.
4. **Social Features:** The rise of social media in technology has become one of the main channels of communication. It has been used for many purposes and learning has become one of them. Because people share their thoughts and knowledge through social media, it has become a useful tool for colleagues to share content, provide feedback on course material, and facilitates with planning and decision-making.
5. **Analysis Reports and Dashboards:** These are electronic-documented features that measure each user's learning performance. It gives results as to how successful content management was in the creation of course material. In addition, it gives content management feedback on how well the strategies were used in delivering content. Types of report features from LMS are course evaluations, quizzes and assessment reports, progress reports, time management reports, reports on active users, log reports, poll reports, and learning path reports.
6. **Security:** Last, but not least, it is crucial to protect data in LMS. The best way to do that is to have LMS with the latest security protocols to ensure the strongest strength of security is applied to data. Examples of strong data security are SSL for secure connection encryption and SSO for account usernames and passwords.

# Types of Learning Management Systems

Now that you have an idea about what type of qualities in LMS would be best for your organization, there are certain types of LMS that may provide those qualities depending on how they are programmed and technically categorized. According to learning-management-system.financesonline.com, there are three types of learning management systems:

1. **On-Premise Learning Management Systems:** Some Learning Management Systems are sold to customers on the premise. They are hosted on the customer's own server. The good thing about these types of LMS is that they can be integrated with local hosted enterprise products. Even though they are very expensive, they allow customers to customize their usage of the product. The scalability, or capacity to function and keep a large amount of data at the same time, can be an issue.
2. **SaaS Learning Management Systems:** Known as Software-as-a-Service system, this type of LMS is hosted from a vendor's site to be accessed from any location. Compared to on-premise LMS, it is less expensive. It provides flexibility because the vendor manages the upgrading and provides IT support. Scalability is not much of an issue with SaaS LMS.
3. **Cloud-Hosted Learning Management Systems:** Cloud-Hosted LMS is the most popular type of LMS used because it is cost-effective and streamlined on the internet. This type of LMS is accessed through the vendor's site, where much of the communication and training occurs. Cloud-Hosted LMS ranks as the least expensive for online training because, maintenance costs and implementation are not required.

## Top Learning Management Systems:

According to financesonline.com, here is a breakdown of the top Learning Management Systems as per their capabilities, flexibility, performance, and credibility:

1. **Litmos LMS:** A cloud-based software that streamlines course material by integrating classroom, social, mobile, and ecommerce on a secure platform. The software is suitable for small business and employee training. It is very user-friendly and easy to create content for learning by importing audio, and real-life scenarios. The system is very scalable and has the ability to integrate third-party apps. It allows users to create multiple courses in different learning paths to fit different learning paces. Litmos was certified the best LMS of 2018. Free trial is available at https://www.litmos.com/trial?lmsproduct.

2. **Talent LMS:** This is a cloud-based LMS that supports types of content such as SCORM and Tin Can. Tin Can makes it possible to collect data for a wide range of learning activities. It is suitable for any business size. It has the ability to set video conferencing, gamification, branches, and extensive user files. Android and iOS app is available for learning-on-the-go.

It allows users to set up their own learning portal. Learning interactivity can be combined with classroom setting and video conferencing. Free trial is available at https://www.talentlms.com/index/aff:fon.

3. **Docebo:** A highly scalable LMS that allows user to share content with other team members. It has features that enable employees to ask questions and receive answers from knowledgeable experts within the organization. This strategy increases communication within employees of all kinds of corporations and organization. As a result, it helps to generate understanding of content and lectures. Free trial and demo available https://www.docebo.com/.

4. **eFront:** This is a unique LMS software that can be used for small and large organizations. It is highly scalable and gives user control over their virtual environment. It comes with ways to track employees' learning progress and provide feedback as well. In addition, it allows users to customize themes for creating learning content. This software technically promotes learning and as a result it provides growth and development among a group of employees. Therefore, it specializes in ensuring employees maintain and expand their knowledge with its reliable and efficient training tools.
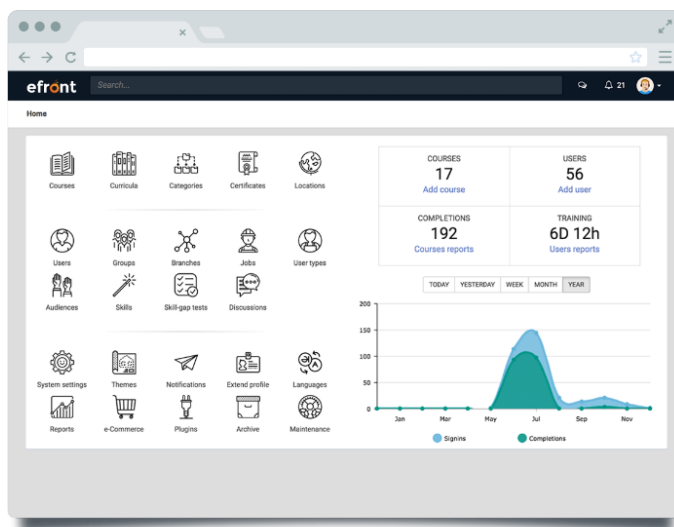


5. **ProProfs LMS:** Course management tools from this online LMS software allows easy access to general information. Learners can create online FAQs for the purpose of expanding knowledge. Learning progress can be tracked along with automated grading, and analytics. It provides privacy for instructional and learning materials. In addition, there is a library of resources available for assessments and courses in multiple languages. It allows for customization and creation of courses, quizzes, and surveys. Last, but not least, you can add images, documents, and presentations. Though contents are automated, they can be configured. Sign up for free and get a free demo at https://www.proprofs.com/training/lms-software/.

6. **Bridge LMS:** This is a very suitable LMS software for employee training. It supports SCORM and contains quick access to course material such as a centralized index. Learning progress can be tracked by using analytics to measure performance, and learning trends. In addition, you can categorize personnel information such as hiring dates, name of departments, and types of skills. By categorizing such vital employee information, it can help to determine the type of course content needed for learning. Free trial and demo available at https://www.getbridge.com/demo.
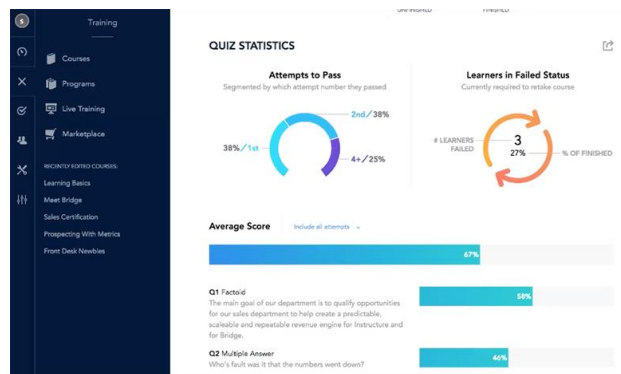
7. **Geenio:** An LMS software that offers efficient learning strategies for professional development and corporate settings. It has the capability to convert PowerPoints into PDF formats. You also have the option to add quizzes, surveys, course material, and multimedia content. Templates are also available for instructional design. The online software is also useful for nontechnical users.

8. **SmarterU LMS:** This is a cloud-based LMS software that integrates course building, gamification, tests, quizzes, and interactivity. It supports SCORM and includes course management tools such as executive dashboards, automated enrollment, and tracks learning development. Learners will be notified of each course they complete. This LMS software supports a variety of file formats for creating courses such as PDF, PowerPoint, Flash, and HTML. Users are also able to conduct live webinars. Watch free demo at https://www.smarteru.com/demo.

9. **Turning Technologies:** A resourceful LMS software with a high profile of learning strategies such as a responsive system for learning results, immediate feedback from participants, engagement through forums, opinion polling, and various learning activities. It also provides interactive tools for presentations and conferences for effective learning and collaboration. The software is also compatible to use on other devices such as mobile, and QWERTY keyboard devices. Another multimedia device known as the ResponseCard can be used on an LCD display to view various learning and polling results. Training support services are also available through online training and online tutorials. Free trial available at https://www.turningtechnologies.com/free-trial/ and free demo at https://www.turningtechnologies.com/request-demo.

10. **Adobe Captivate Prime:** According to eLearningindustry.com, this is one of the best LMS software that is specifically designed for content management and learners. Features include customization of tests and quizzes; interactive content such as audio, hyperlinks, video, and gamification; custom animation and transitions; and tools to track learner's progress. It provides integration of learning and presenting content through various platforms and compatibility. Users can access the software on or offline. This software can import PowerPoint presentations and allows users to use Adobe Captivate presentation tools to boost the quality of PowerPoint slides. A desktop and mobile version of the app is also available. Adobe Captivate Prime also supports SCORM and PDF files. Free trial available at https://www.adobe.com/products/captivate.html.

# Conclusion

Training Delivery is not just about the techniques of delivering your message, but also the balance in which you deliver them. These four strategies to present, capture, provide, and connect have different roles, but are correlated to form one learning model. It is one learning model that would not exist without all four strategies. It is clear they need each other to move in one direction. That is why it is wise to refer to them as your training wheels.

While practicing and developing these four main strategies, it is also important to keep up-to-date with the latest models that can make presentations more effective and creative. This is because learning has shifted deeper into the digital age. It is now a reality content creators and learners face in the modern business world. It compels many professionals to understand, learn, and adapt to utilizing the tools built within new presentation software and LMS if they want to meet clients' needs in a more rapid, concise, and productive way. As the needs of clients and/or customers increase, so will the technical skills of the staff that provides those needs.

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