About: Instructor-led Training (ILT)

Overview

Instructor-led Training (ILT) is that which is conducted in a classroom setting by a suitably qualified trainer. ILT can be delivered as either in-person or virtual (vILT) sessions (e.g., via MS Teams, Zoom, or Webex).

Note: vILT differs from ILT in that delivery platform functionality, such as live chat and polls, can be incorporated into the design.

Multimedia

ILT typically uses a range of activities to deliver learning in an engaging manner. These can include:
- Presentations
- Demonstrations
- Multimedia (e.g., videos)
- Practical exercises
- Group activities
- Role-plays
- Skills practise activities
- Knowledge checks (e.g., quizzes)
- Teach-back activities (i.e. participant-led demonstrations)
- Simulation exercises
- Reflection activities
- Action planning activities

Materials

ILT typically uses a range of materials to facilitate learning. These can include:
- Instructor / Facilitator guides
- Lesson plans / run sheets
- Presentation slides
- Learner guides
- Activity worksheets
- Role-play scenarios
- Simulation instructions
- Feedback and evaluation tools
- Reference materials

Instructor / Facilitator guide

Facilitator / Instructor guides contain detailed, step-by-step instructions (including trainer prompts, incremental timings and resources) for delivering the ILT session.

About: Instructor-led Training (ILT) (continued)

Sample: Facilitator / Instructor guide

Explain

Time	Instructions	Resources
1 minute (2 minutes)	**Say:** I am now going to demonstrate each of these procedures. • Use this opportunity to **observe** rather than practice in the system. • You will have the opportunity to **practise** these procedures later in this lesson.	

Demonstrate

Time	Instructions	Resources
25 minutes (27 minutes)	**Conduct** the demonstration. **Instructor Note:** The sequence for demonstrating each procedure is as follows: • Go to the relevant procedure in the procedure guide. • Introduce the procedure by briefly explaining the preliminary information provided, i.e.: o Description o Responsibility • Demonstrate each step in the procedure exactly as set out in the procedure guide. Particular attention should be given to any text shown in blue (i.e. Important, Tip, etc.). • Refer to the **Reference-based training instructions** at the end of each procedure for additional information. **Instructor Note:** Repeat this sequence for all procedures in this lesson.	D365 F&O Procedure Guide > Part 2. Procedures

Instructor Note: Use the space below to make your own notes to assist with delivery (e.g. additional messaging / scripting, customer / account numbers to use when demonstrating, etc.)

Presentation slides

Presentation slides contain visual content, signposts, and participant instructions for completing ILT learning activities.

Sample: Signposting

Lesson 3. Demonstration

Overview

The purpose of this lesson is to demonstrate D365 F&O: Customer Invoices procedures.
• Prepare bulk transaction data
• Upload bulk transaction data.
• Confirm a sales order.
• Create an invoice from a sales order.
• Create a sales order (deferred revenue).
• Create a sales order (final amount due).
• Create a sales order (credit adjustment note).
• Send a document to a customer.

• Use this opportunity to **observe** rather than practise in the system.
• You will have the opportunity to **practise** these procedures later in this lesson.

About: Instructor-led Training (ILT) (continued)

Sample: Instructions

Lesson 4. Skills Practise

Instructions

The instructions for completing this activity are as follows:
- Go to the relevant procedure in the procedure guide.
- Read the preliminary information provided as well as the Reference-based training instructions at the end of each procedure.
- Practise each step in the procedure exactly as set out in the procedure guide. Particular attention should be given to any text shown in blue (i.e. Important, Tip, etc.).
- Repeat this sequence for each procedure.
- You have 45 minutes for this activity.

Sample: Interactive activity

In this example, learners use their mobile device or provided link to complete a quiz. The consolidated group results are then displayed in real time using a MS Forms add-in to the presentation slide:

Contact us

We can design and develop solutions to support small-scale, standalone initiatives to large-scale programs of work for major implementations. Contact us to discuss your requirements.