## Contents

<table>
<thead>
<tr>
<th>The Academy training program</th>
<th>Page 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training paths</td>
<td>Page 5</td>
</tr>
</tbody>
</table>

### Mastering CrossKnowledge solutions
- Managing learners using the Learning Suite
- Configuring training projects using the Learning Suite
- Discovering the advanced features of the Learning Suite *NEW*
- Mastering the fundamentals tools of Mohive *NEW*
- Enhancing your knowledge on Mohive *NEW*
- Managing the integration’s tools of the LMS *NEW*

<table>
<thead>
<tr>
<th>Mastering Learning formats</th>
<th>Page 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designing and rolling out your first blended training modules</td>
<td></td>
</tr>
<tr>
<td>Driving the change in a Blended approach</td>
<td></td>
</tr>
<tr>
<td>Creating Learning Communities</td>
<td></td>
</tr>
<tr>
<td>Designing and running a Corporate MOOC <em>NEW</em></td>
<td></td>
</tr>
<tr>
<td>Fostering the social interactions in your training projects</td>
<td></td>
</tr>
</tbody>
</table>

### Managing a digital project
- Planning and deploying your digital project
- Driving your digital project

### Useful info
- Page 22
The purpose of the CrossKnowledge Academy is to facilitate deployment of CrossKnowledge solutions within your organization. Our skills transfer program has three main focuses:

1. **Learning to use training formats**, in particular instructional design relating to blended courses and e-learning content, as well as community learning and change support.

2. **Managing a digital project**; learning how to engage distance learning initiatives via a methodology adapted to the typology of your projects.

3. Having CrossKnowledge solutions at your fingertips by mastering Learning Suite and Mohive.

For further information, please contact us at: contact@crossknowledge-academy.fr
Most of the Academy’s theme-based training paths involve certification in the following forms:

- The courses labeled “CrossKnowledge Solutions At Your Fingertips” are offered in 100% distance learning or blended learning mode, according to how autonomous the learner is when using the platform. Proficiency is checked using a multiple-choice questionnaire following a case study focusing on Learning Suite and Mohive.

- The courses labelled “Learning to use training formats” are split into two categories:
  - For blended learning formats, a certificate is awarded based on the evaluation of a case study focusing on instructional design processes. This evaluation is carried out by the CrossKnowledge Academy jury.
  - For community learning formats, the course ends with a case study. Once again, the work is assessed by the CrossKnowledge Academy jury.

- The training path labelled “Managing a digital project” includes a case study.

According to your profile and needs, you can build your own customized program.

Happy browsing!
Training paths

Mastering CrossKnowledge solutions

As an administrator of the CrossKnowledge Learning Suite, it’s vital that you be familiar with all the functionalities of the platform. This training path has three variants to fit your level of autonomy and confidence as you use the platform. For Mohive administrators, the course entitled “Mohive fundamentals at your fingertips” gives you everything you need to use the solution effectively. For designers already familiar with Mohive, the learning experience continues with a practical workshop focusing on product content entitled “Going further with Mohive”.

Managing learners using the Learning Suite
Configuring training projects using the Learning Suite
Discovering the advanced features of the Learning Suite
Enhancing your knowledge on Mohive
Mastering the fundamentals of Mohive
Managing the integration’s tools of the LMS

Mastering Learning formats

Blended approach: Mastering key concepts using e-learning content and applying them are central aspects of the training suite. The four sections dealt with are: instructional design via the course entitled “Designing and rolling out your first blended training modules”, and change support via “Driving change using a blended approach”.

“Social Learning / Community Learning: learning communities are developing more and more, offering a rich interactive experience to key populations within companies and organizations. The flagship course for this path is “Creating Learning Communities”, with variants on specific themes such as “Fostering the social interactions in your training projects” and “Designing and running a corporate MOOC.”

Creating Learning Communities
Designing and running a corporate MOOC
Fostering the social interactions in your training projects

Managing a digital projects

Deploying projects including e-learning components requires appropriate project management from preliminary scoping to monitoring at the run stage; this is essential to the success of any project. The courses entitled “Planning and deploying your digital project” and “Driving your digital project” are designed for project managers and provide a toolbox backed up with a tried and tested methodology.

Planning and deploying your digital project
Driving your digital project
Below you will find brief descriptions of the courses corresponding to the theme “CrossKnowledge solutions at your fingertips”.

Mastering CrossKnowledge solutions
Managing learners using the Learning Suite

Description

This is a 100% on-line course devoted to Level 1 platform functionalities, namely learner management and tracking functionalities. The course ends with an accreditation questionnaire that provides Level 1 Administrator access rights to the platform. The course is not necessary if you follow the course “Configuring training courses in the learning suite ”, which deals with the same themes.

Training goals

- Being able to manage learners on the platform
- Familiarity with the various tracking procedures available on the platform
- Practising using Level I administration on a sandbox platform.

Target learners

Training managers, Instructional engineers, project managers, platform administrators

Duration

2 hours

Modality

100% distance learning

Cost

0 € - value : 700 €

Enrolment

Open.
Organising courses

Training content (e-learning modules, video tutorials, and a practical case study using a sandbox platform)
Interactive training day with an expert trainer including a practical workshop.
Questionnaire and certificate at the end of the course.

Description

This is a blended course that tells you all you need to know about launching an e-learning project using the CrossKnowledge Learning Suite: learner management, content management, training path design, and learner tracking. The course ends with an accreditation questionnaire that provides Level 2 Administrator rights on the platform.

Training goals

- Ability to manage learners and training content on the platform
- Learn how to use the functionalities for creating training paths
- Familiarize yourself with tracking procedures available on the platform
- Practice with a sandbox platform to become fully proficient in Level 2 administration procedures.
Discovering the advanced features of the Learning Suite

Training prerequisites

You must have completed the course entitled “Configuring training projects in the Learning Suite” and have earned your certificate. You must have CrossKnowledge project team approval to take part in this course.

Description

A 100% blended course centered on an informative and practical workshop on advanced platform functionalities:

How to manage a homepage.
How to create custom graphics guidelines for your platform.
Best practices in terms of platform organization.
How to create e-mail templates.
External best practices for e-mail notification rules.
How to manage administrators.

Training goals

- Familiarity with advanced concepts and functionalities to optimize platform use.
- Being able to manage a learner homepage and create graphics guidelines for your platform.
- Familiarity with best practices in terms of platform organization, creating emails, and setting notification rules.
- Ability to optimize course enrolment procedures.

Target learners

Training managers, Instructional engineers, project managers, platform administrators

Duration

1 day

Modality

Blended

Cost

0 € - value: 1,350 €

Enrolment

At least one week before the session.
Mastering the fundamentals of Mohive

Course organization

E-learning modules and video tutorials. Half a day devoted to best practices relating to module design and have a day spent discovering Mohive functionalities. One-day practical workshop on developing an e-learning module from A to Z.

Description

A blended course designed to train you to use the Mohive e-learning module design software. Discover the possibilities of the solution, the principle of templates, how to manage your e-learning design projects, and the basics of the 7Days methodology. Discover best practices relating to instructional design and learn techniques for designing e-learning modules from CrossKnowledge experts.

Objectifs pédagogiques

- Familiarity with best practices relating to the design of e-learning modules, Mohive functionalities, and the tools involved in the 7 Days methodology
- Practice in designing an e-learning module

Target learners

Training managers, Instructional engineers, project managers, platform administrators

Duration

2 days
2 hours e-learning

Modality

Blended

Cost

0 € value: 1350 €

Enrolment

At least one week before the session
Enhancing your knowledge on Mohive

**Prerequisites**
You must be an instructional designer already using Mohive (and have already created at least one e-learning module)

**Description**
A half-day workshop presenting and sharing best practices relating to instructional and functional design using Mohive, based on an actual training package used by one of our clients.

**Training goals**
- Optimize design of e-learning modules
- Respond to technical questions from experts

**Target learners**
Training managers, Instructional engineers, project managers, platform administrators

**Duration**
Half a day (face-to-face session)

**Modality**
Blended

**Cost**
0 €- value 1,350 €

**Enrolment**
At least one week before the session.
Master the LMS integration tools

Course organization
Consultation of documents produced by the Integration department followed by a one day in-class training dedicated to practical exercises. Certification questionnaire at the end of the training path.

Needed: Laptop (for the in-class session)

Description
This blended program will help you discover the CrossKnowledge integration tools. This training is included in the service bundle for the CrossKnowledge clients and partners.

Training goals
- Master the CKLS positioning and its database model
- Master the CrossKnowledge integration tools (import/export module, API, third-content integration, Scorm Connector management,....)

Target learners
Clients and partners of CrossKnowledge: developers, architects, content or solutions providers (Talent Management System, Assessment system, virtual classroom,...). Anyone else (even non CK customers)

Duration
1 day

Modality
Blended

Cost
0 € - value: 1,350 €

Enrolment
At least one week before the session.
Mastering Learning Formats
Designing your first blended courses

Available formats
Blended course (face-to-face or Webex)
100% distance-learning with e-learning content

Description
A blended course made up of preliminary face-to-face group work focusing on a case study. The course then continues with the instructional design for a project and a certification awarded by the CrossKnowledge Academy jury.

Training goals
- Instructional design for a course (structure, activities, resources, etc.)
- Ability to use the main features of notification rules to optimize the learning experience
- Selecting performance indicators according to specific requirements
Supporting change via a blended approach

**Prerequisites**
You must have completed the course entitled “Designing your first blended courses”

**Description**
This course describes what is at stake in change support and the action plan that needs to be drawn up when blended training programs are deployed

**Training goals**
- Defining a change support strategy
- Identifying all the stakeholders
- Building a PR, mobilization and support plan for each stakeholder (sponsors, managers, etc.)

**Target learners**
HR/ training managers and directors, project managers

**Duration**
One day face-to-face, half a day e-learning

**Modality**
Blended

**Cost**
0 € - value 1,350 €

**Enrolment**
At least one week before the face-to-face session
Creating learning communities

**Available formats**
Blended course (face-to-face or Webex)  
100% distance learning course with e-learning content

**Description**
Active training with consultation of training resources on functional subjects in preparation for the face-to-face session. The latter is devoted to learning key concepts and carrying out practical work on a dedicated portal.

**Training goals**
- Being able to use platform functionalities and administer the platform
- Familiarity with best practices relating to deployment (from scoping to rollout)
- Familiarity with best practices relating to running courses (interactions, selecting resources, etc.)

**Target learners**
Instructional engineers, trainers, project managers, training & HR managers

**Duration**
1 day : 0.25 day of e-learning

**Cost**
0 €- value 1350 €

**Enrolment**
At least one week before the face-to-face session
Designing and running a Corporate MOOC

Available formats
Blended (face-to-face or Webex)

Description
Consultation of e-learning content and 90-minute Webex session or half a day of face-to-face sessions focusing on best practices for running MOOCs

Training goals
- Defining the eligibility criteria for creating a MOOC
- Mastering key concepts relating to running MOOCs

Target learners
Instructional engineers, trainers, project managers, training & RH managers

Price
0 € - value 1350 €

Enrolment
At least one week before the face-to-face session or the Webex
Fostering the social interactions in your training projects

Available formats
Blended course with Webex
100% distance learning with e-learning content

Description
100% distance learning course made up of online training resources. The discussion forum is open so that you can ask questions.

Training goal
- Being able to run interactive workspaces on the portal/during the course

Target learners
Instructional engineers, trainers, project managers, training & HR managers

Duration
90 minutes : half a day of face-to-face sessions

Cost
0 € - value 1350 €

Enrolment
At least one week before the Webex
Managing a digital project
Preparing to launch your digital project

Available formats
Blended course
100% distance learning

Description of blended course
The training consists of half a day of preliminary work in preparation for the face-to-face group session, focusing on a case study.

Objectifs pédagogiques

- Proficiency in the use of project management tools
- Ability to organize a project by asking yourself the right questions
Driving your digital project

Available formats
Blended course
100% distance learning course

Description
A blended course (with e-learning content, videos, etc.) made up of preliminary work in preparation for the half-day face-to-face session focusing on a case study.

Training goals
- Ability to use tools and familiarity with best practices relating to running a digital project
- Ability to communicate results

Target learners
Project managers, training & HR managers

Duration
1 Day

Cost
0 € - value: 1350 €

Enrolment
At least one week before the session
Useful Info

Training schedule

Members of the CrossKnowledge Academy can access the training schedule and select the session of their choice by clicking on the red “My training Zone” button that appears on the “Training” page when they log on to the Academy website: www.crossknowledge-academy.fr

Access to the platform

If you are not a member of the CrossKnowledge Academy, but are one of our clients or partners, please fill out the subscription form on the website.

Equipment

You don’t need to bring your computer to face-to-face sessions. CrossKnowledge provides computers in the classrooms.

Training venue

Face-to-face sessions take place at the following address:

CrossKnowledge France
4 rue du Port aux Vins
92150 Suresnes

CrossKnowledge United Kingdom
45 King William Street
London EC4R 9AN

CrossKnowledge Belgium
Rue du Canal / Vaartstraat 63-65
1000 Brussels

CrossKnowledge North America
1601 Broadway
48th Street
New York, NY 10019

For other countries, please contact your CrossKnowledge account manager.

Contact us

For any further information, please contact:

contact@crossknowledge-academy.fr
+33 (0)1 41 38 14 99