

eLearning Implementation Plan Template

Build an eLearning launch that gets used and changes performance

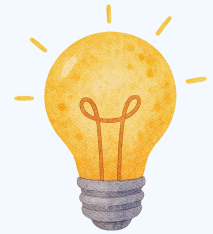


Most eLearning launches fail because the system goes live, but adoption does not.

This 1 page template helps you plan an implementation that people actually use. Use it to get clear on outcomes, build habits, remove friction, and create a rhythm of support that turns logins into on the job application.

How to make it work

- Start with the problem:** Define the business result the platform must support.
- Define the behaviour:** Set the actions learners and managers must repeat weekly.
- Build a weekly rhythm:** Plan prompts, support, and check ins that drive use.
- Force real world use:** Fix access, time, confidence, and content clarity early.
- Track behaviour change:** Measure use, completion, and workplace change.



Business Problem

*What's currently happening that shouldn't be?
(e.g. People miss training, managers do not follow up, skills fade quickly.)*

Desired Behaviour

*What needs to be true instead?
(e.g. Learners complete one short module weekly and apply one action at work.)*

Weekly Development Method

*How will learners stay on track and get support each week?
Choose one: weekly prompts, manager check ins, a simple help route for issues.*

Real-World Application

*What will learners do differently this week?
(e.g. Complete the module, then use the new script in one real conversation.)*

Results Tracking

*How will we measure progress or outcomes?
(e.g. Higher active users, higher completion, fewer repeated mistakes at work.)*

eLearning works when people use it and apply it on the job.

Use this template to keep your implementation focused on adoption and outcomes. When learners log in, complete the work, and apply it, the platform becomes a performance tool, not just another system.