Content Adaptation Templates

Convert existing content between formats

1. ILT to eLearning Conversion

Convert this instructor-led training to self-paced eLearning:

[Paste ILT content/outline]

Transform by:
• Converting lecture to readable text + examples
• Changing group activities to individual practice
• Replacing instructor demos with video/simulation
• Adding self-check questions throughout
• Creating job aids for reference

Maintain the same learning objectives and outcomes.

2. Long-Form to Microlearning

Break this content into 5-minute microlearning modules:

[Paste content]

Create:
• 4-6 focused modules, each covering one concept
• Each with: Title, learning objective, content, practice, takeaway
• Each completable in 5 minutes or less
• Progressive (builds on previous modules)

Make each module standalone but connected.

3. Technical to Non-Technical

Rewrite this technical content for [non-technical audience]:

[Paste technical content]

Simplify by:
• Removing jargon or explaining it in plain language
• Using everyday analogies
• Focusing on what they need to know for their role
• Adding concrete examples they'll recognize
• Breaking complex ideas into simple steps