Trainer Reference Manual:

Guide to Simplilearn Pedagogy, LMS Structure, and Training Delivery
Plan for Full Stack Java Developer Course

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Objective

The trainer reference guide is a ready reckoner on Simplilearn's standards and methods of course delivery, LMS structure, and terminologies and contains detailed information on course materials. The document provides the trainer with an overview of the learning path and curriculum of the Full Stack Java Developer Course.
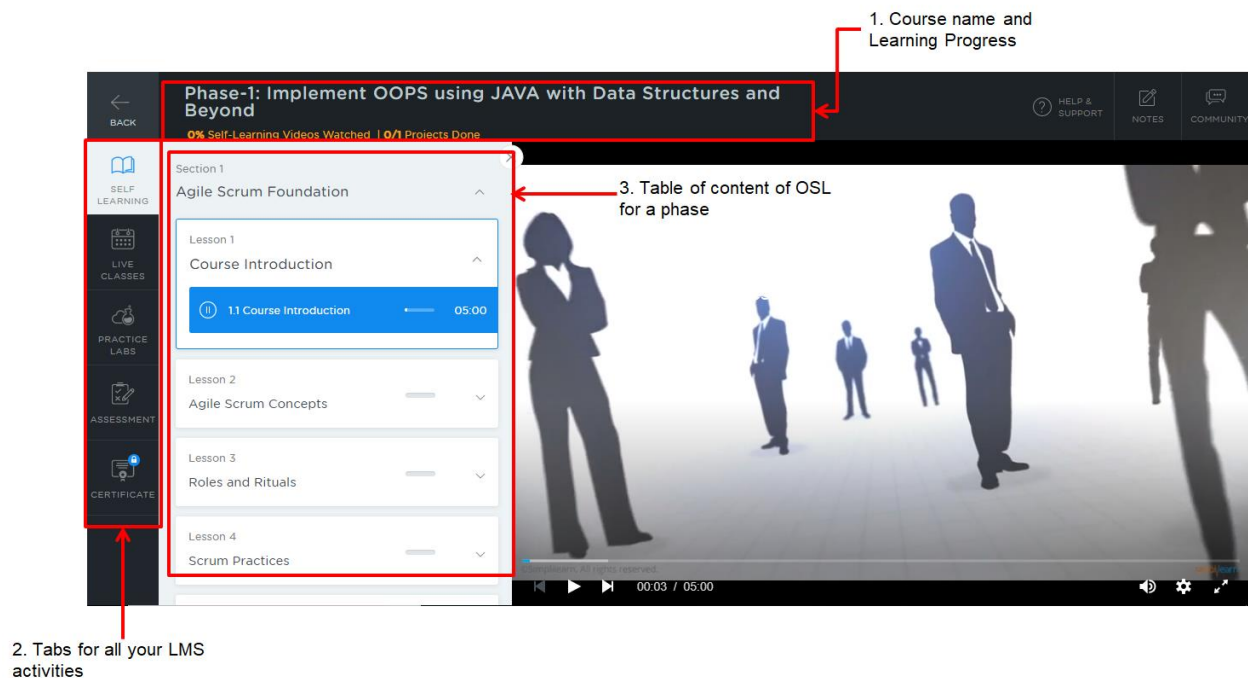
Description

This document provides a walkthrough of the LMS and highlights its components and has a detailed description of the learning materials, including hands-on practices, projects, and assessments, and guidelines for ensuring engaging, outcome-centric learning.

At Simplilearn, we focus on high engagement, outcome-centric learning. Our learning pedagogy aims to provide the most effective learning experience for the learners to enable course completion. The trainer plays a crucial role in achieving this goal. A set of guidelines are provided to the trainers to help them enable the learners to maximize their learning outcomes through the various resources provided by Simplilearn.

The trainer is provided with a detailed plan to deliver the content per the defined learning path and a comprehensive view of the curriculum to depict the skills and knowledge covered in each phase.

LMS Components

This section provides a walkthrough of the LMS structure, its components, and the terminologies.

Image 1

1. The taskbar shows the name of the course and the learning progress.
2. The tabs provide information on:
    - The Table of Content (ToC) of the Online Self-learning (OSL) videos
    - Schedule and details of the Live Virtual Classes (LVC)
    - Description of the labs where the learners get a hands-on experience of the concepts covered
    - Details of the projects and assessments that the learners should complete
    - Course completion criteria
    - Downloadable certificate after the learner satisfies the required criteria
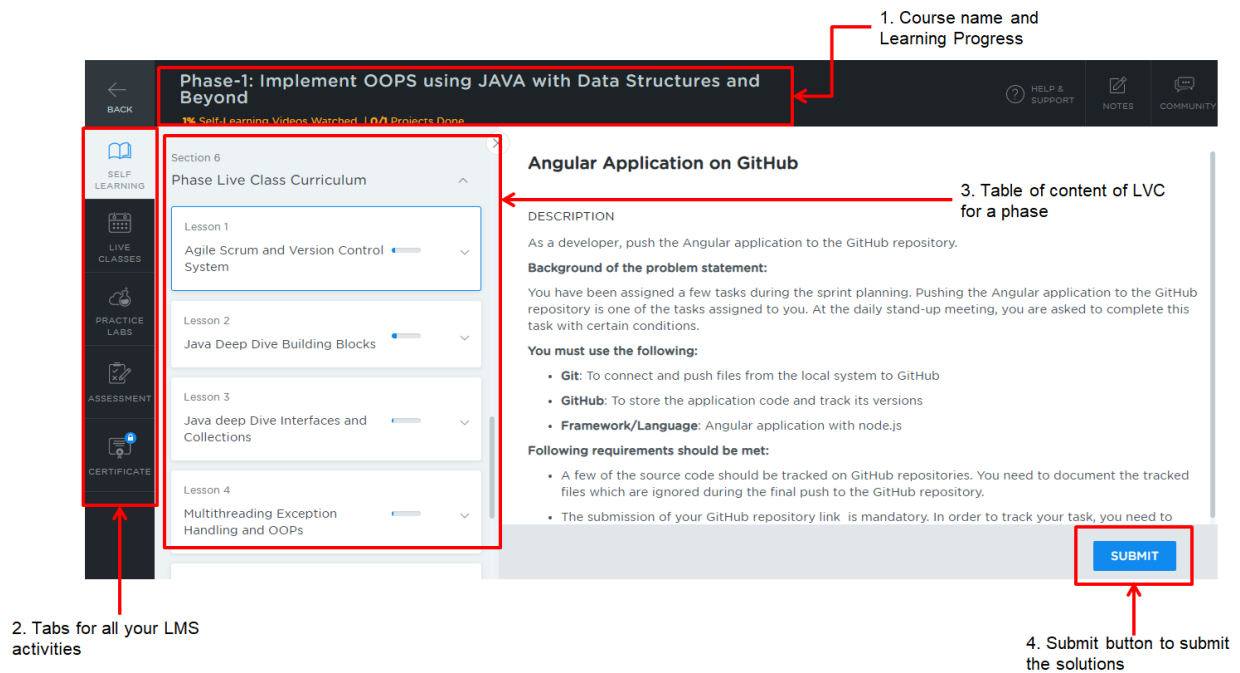
Image 2

1. Name of the course and learning progress
2. Tabs for various activities
3. ToC of LVC
4. Submit button for project solution

Learning materials and hands-on activities

Presentation (PPT)	The course content is provided in PowerPoint presentations that are accessible only to the trainers. Every PPT slide includes **trainer notes** that provide cues on what needs to be covered in that slide. The presentation includes learning objectives for the course and each lesson, slides covering various topics, assisted and unassisted practices, problem statements and guidelines on solving them, key takeaways of the lessons, MCQ-based knowledge checks, and lesson-end projects.
Discussion(s)	These are questions designed to kick-off a discussion and are available in the presentation to check the learners' knowledge on the concepts taught in that class. These questions are based on real-life examples.
Knowledge Checks	These are multiple-choice questions (MCQs) and are available in the presentation to check the learners' knowledge on the concepts taught in that class. Knowledge checks are available in the **Table of Contents** as shown in **Image 2**.
Assessments	These are multiple-choice questions (MCQs) and are available in the **Assessment** tab to check the learners' knowledge.

Guidelines for Providing Outcome-Centric, High-Engagement Learning

- While explaining a concept, the trainer is recommended to use slides to enhance the learning experience.
- Every slide in the presentation should be treated as important and shouldn't be skipped or overlooked.
- The flow of learning is designed after thorough research and must be strictly followed. Any feedback on the content or the flow of the lesson can be shared privately with the course's Learner Success Managers.
- Every class should start with a recap of the concepts covered in the previous class(es), followed by the concepts that will be covered on that day, and then a Q&A at the end of the class. The trainer is encouraged to add value to a concept based on their experience and knowledge.
- Promoting the surveys during the session is as important as it is at the end of the lesson. Surveys help in analyzing the learners' understanding, the trainer's engagement with the learners, how the content is delivered, and the assistance provided by the Learner Success Managers during online and offline classes.
- Any escalation or learner misbehavior should be reported immediately to the Learner Success Managers available.
- Simplilearn believes faculty is one of the most important pillars in any course delivery. All the information needed to deliver the course is provided to the trainers. For any further details or assistance, contact the Learner Success Managers of the course.
- The provided resources - mobile app, course components, community forum, and LMS access enable hassle-free learning. Trainers should guide and encourage the learners to effectively use these resources to complete the course.
- The community forum on the LMS helps learners interact with the trainers, Learner Success Managers, and one another. At the end of every class, trainers can encourage the learners to use our community forums.

Simplilearn's Pedagogy

We have defined a pedagogy to deliver the best learning experience to our learners. The teaching methodology is tailored per the requirements of the course. It is important that the trainers familiarize themselves with this model to guide learners effectively.

Training Delivery Plan for Full Stack Java Developer Course

In this course, we follow the blended learning approach. Here, self-paced, high-quality videos (OSLs) are provided to the learners to learn or revise the basics of the technology or frameworks and the practical implementations are conducted during the Live Virtual Classes.

This course has 5 sets of Live Virtual Classes and 13 Online-Self Learning videos. The sequential flow and other information about the course are provided below:

- **The Learning Path:** This provides details of the learning flow available for the learners.
- **Day-wise Agenda:** This sheet will provide a day-wise agenda for every set of Live Virtual Classes. The day-wise agenda helps the trainers, and the learners know which topics or lessons will be conducted each day.
- **Course Materials:** The course materials are shared with the trainer and include:
    - Presentations
    - Practices: Assisted, Unassisted documents, and Lesson-end projects
    - Phase-end projects and its related documents
    - The learning designs
    - The learning path and the projects

Let's now understand the flow of the program:

- The learning design of the day helps to understand and plan the delivery of the slides, practices, and Q&A. It also helps the trainer manage the time for the delivery.
- As soon as the session begins, the trainer must recap all the important concepts from the previous session before starting the presentation. If it is the beginning of the lesson, follow the sequence mentioned below:
    - **Real-Time Scenario** - If the learners are already aware of the skill set, the next slide will be the project scenario, where the trainer explains how the training for the day will help them solve the project requirement. Here, the learners must be informed that this training is project-driven, where the concepts learned will be implemented in the project.
    - **Learning Objectives** - This slide gives a gist of the concepts that will be covered in the day's training.
    - The subsequent slides will have the trainer notes to help the trainer explain the slide as instructed. As trainers prepare for the class(es) in advance, these instructions are just an aid and need not be read out.
    - Toward the end of the presentation/lesson and after the remaining concepts are covered, trainers must ensure that the **Key Takeaways** are met and are followed by the **Knowledge Checks.**

- **Q&A** - Before concluding the session, conduct a quick **Q&A** to gather the learners' inputs on the trainer's improvement areas to improve the effectiveness of the training. Request the learners to fill out the survey on the following parameters:
    - How the trainer conducted the session and their knowledge level
    - How the platform (WebEx) helped them during the training
    - How the content is built and organized
    - How the presence of Learner Success Managers made a difference
- The trainer will receive the feedback and comments within 24 hours of the session.
- The trainer can continue following this approach throughout the training program if their NPS (Net Promoter Score) increases after the session.

Curriculum

This section elucidates the sequential flow of the lessons that learners should go through before attending a Live Virtual Class.

Individual Courses	Self-Learning Skills	Running Capstone Tasks
Planning and UI Design	Agile and Git	Creating user stories
	HTML and CSS	Setting up GitHub mechanism
	JavaScript and MySQL	Designing model layer for the project
	Angular and Cucumber	Developing admin and user web pages

Individual Courses	Self-Learning Skills	Running Capstone Tasks
Backend and Database Development	Core Java and Servlets	Configuring Java-Maven backend code
		Developing JSP pages and servlets
	Maven and JSP	Designing DAO pattern and CRUD operations
	JDBC and MongoDB	Implementing HTTP request and response

Individual Courses	Self-Learning Skills	Running Capstone Tasks
API Endpoints and Communication	JUnit5	Creating web services for data transfer
		Creating repository using CRUD operations
	Spring and Spring Boot	Configuring Backend-Frontend Communication
	Webservices and Microservices	Implementing HTTP Client for Angular APIs

Individual Courses	Self-Learning Skills	Running Capstone Tasks
Integration and Deployment	Jenkins	Setting up Jenkins with GitHub
		Dockerizing Angular web app
	Docker	Setting up continuous delivery
	AWS	Configuring AWS for deploying the project

Dos and Don'ts:

- **Dos:**
  - Start every session on time and with a recap
  - Encourage learners to ask more questions for a better understanding of the concepts
  - Share the industry implementations of the concepts taught in every class
  - Focus more on covering all the concepts and schedule a quick Q&A session at equal intervals
  - Use the community forum to interact offline with the learners
  - Encourage the use of Simplilearn's content, platforms, and mobile applications
  - Encourage learners to practice assignments and go through the OSL videos before attending the next sessions
  - Encourage learners to participate in surveys
  - Any session extension related information should be shared with the LSMs before it is announced in the session and the trainers should not discuss session extension/cancellation with the learners unless confirmed by Simplilearn
  - Use *Epic Pen* to explain the concepts
  - If any reference materials need to be shared, it must be vetted by the LSMs first and should then be shared through the dedicated Simplilearn drive or dedicated community thread for that batch
  - Encourage the learners to reach out to the Simplilearn support team for any support apart from the community threads
  - Trainer must provide enough time for a dry run in order to be well prepared to take the live class sessions

- **Don'ts:**
  - Focus more on answering the questions than covering the concepts
  - Overlook the slides or skip the hands-on
  - Deviate from the suggested flow and tailor it per the needs
  - Push the concepts to cover in the next sessions
  - Extend the classes for more than 4 and a half hours
  - Promote third-party vendors or resources of external bodies
  - Share contact details with the learners (email ID/LinkedIn ID/phone number)
  - Use external content in the Live Virtual Classes unless pre approved by Simplilearn

FAQs:

I have queries regarding the content. Whom should I contact?

You can reach out to your Learner Success Managers to share your feedback and views.

Who are Learner Success Managers?

Learner Success Managers are technical personnel who are the point of contact for all course-related issues and feedback. They actively take part in delivering the best experience to our learners by helping them and the trainers during the Live Virtual Classes.

How do I contact my Learner Success Manager?

Your Learner Success Manager (LSM) will contact you as soon as you are onboard. You can ask for their extensions/phone numbers and their official email addresses to interact with them.

Will LSMs help me in the session?

Yes, the LSMs will help you with any customer-, lab-, or content-related issues. LSMs will be there to assist you online as well as offline.

What is NPS? How does it affect me?

NPS is Net Promoter Score and is measured with a rating system.

NPS = (Promoters - Detractors)/Total Surveys * 100.

It affects you directly if fewer surveys are received or if the participants are rating the session as passive or detractors.

What do promoters, passives, and detractors refer to?

Promoters are the learners who give the session a 9 or 10. This indicates that they are happy with the session conducted on the day.

Passives are the learners who give the session a 7 or 8. This indicates that they are unhappy with the session conducted today but could follow you partially.

Detractors are the learners who rate the session from 0 to 6. This indicates that the session was not up to the mark and needs a lot of improvement.

Should I follow the instructions?

Yes. These recommendations are tried and tested. It helped other trainers improve their NPS and we are sure that it will help you as well.

Can I be creative?

Yes, provided you are trying to explain the concepts with visual aids such as the Epic Pen and UML diagrams.

I want to share some files with the learners. How do I do it?

You can use our community forum to communicate and share study materials. Upload the files and then share the forum link in your classes.

Can I share my contact details with the learners?

No. We strictly avoid sharing trainer details with the learners. Our community forum is recommended for communicating. Learners can use this to message you and discuss offline.

I need more resources. Whom should I contact?

Please feel free to contact the Learner Success Managers (LSMs) for the course.

We wish you all the best for your upcoming training with us.

Please contact your Learner Success Managers for further assistance and information.