**Adult Learning (aka, “human learning”):** How humans acquire Knowledge, skills, and abilities based on life phases.

**Class:** A group of students who are taught together. Recently, the learning environment includes the needs of the instructors (s) as well as students. In some cases, a “community of learning” may extend beyond the classroom space. For DOI Talent, this term is synonymous with a seminar and indicates a live activity.

**Course:** Umbrella term. A series of learning activities vs. a single event (for example, lectures/lessons on a particular topic). Completion may lead to a qualification such as a degree, certificate, and/or badge.

**Instruction:** NOUN An outline of a manual of a technical procedure (aka: “directions”). VERB The action, practice, or profession of reaching via any delivery modality.

**Informational Module:** Information provided graphically, such as PowerPoint slides or written descriptions delivered as self-paced or live. May impart knowledge but is not considered a substitute for actual training.

**Job Aid:** Point-of-use instruction on “How To” perform some activity. Includes SOPs, manuals, instructions, facilitation guides, etc.

**Micro-Learning:** Any training specifically designed to minimize the time necessary for learning to occur. The design increases retention by reducing necessary information into brief “chunks.” Delivery modality includes eLearning and self-paced online training.

**Seminar:** An activity of a course in DOI Talent. In the academic setting, a small group of students engaged in advanced study and original research under a member of the faculty meeting regularly to exchange information and hold discussions.

**Teaching:** Sharing knowledge and/or actual experience with others. May be teacher-led, student-centered/directed, or collaborative/cooperative in terms of presentation style.

**Training:** Teaching specific skills or behaviors using a variety of modalities such as self-paced eLearning, instructor-led (live or pre-recorded), hybrid, etc.

- Minimum design requirement to qualify any product as Training:
  1. Clear learning objectives are presented at the start.
  2. Designed to “move the needle” in terms of participant outcomes and knowledge transfer.
  3. Regarding effectiveness, includes at least level one user evaluation post-event.

**Training Module:** Part or all of an instructional product focusing on a particular topic (aka, instructional module).