

Making a Training Video

What's involved in creating a training video? This graphic will guide you through the stages - from concept to delivery



1. INITIAL DISCUSSION

First we have a chat to discuss your needs. What are the desired outcomes from the training? What changes in behaviour are you trying to achieve?



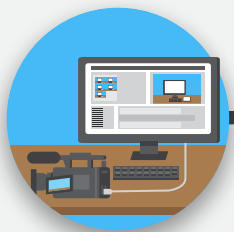
2. INFORMATION

Next we need to know which systems you're using - hardware and software. What devices will users be connecting to the system?



3. RESOURCES

We'll need a few things from you - quick-start guides, manuals, screen-shots, fonts, company logos and colour schemes



6. EDITING

This is where everything comes together - video, graphics, voice and captions. We then upload the videos for you to view



5. SCRIPTING

We create a draft script based on our visit. You'll be given the opportunity to review and provide additional input, so we get everything just right



4. GATHERING

We visit one of your offices to film, make screen recordings and take notes on how the system behaves and where things are located



7. REVIEW

You review the videos with your team to ensure all the details are correct



8. REVISION

The final revisions are made to the videos based on your feedback



9. DELIVERY

We deliver the videos to you in your preferred format. We can also arrange cloud-based hosting if required. That's it!

