Video Micro-Learning Outline

Preliminary Planning
- Identify the topic
- Reference existing training materials or OEM information
- Identify the actor(s)
- Create a storyboard of the process for the chosen topic
    - Narration, Action, Text, (Video shot to be added later)
- Review the area for:
    - Filming angles and positions
    - Lighting, do you need more?
    - Tools
    - Safety concerns
- Ensure you have the necessary equipment
    - Lighting options (we used two ring lights on tripods that hold a cell phone)
    - Video (we used two cell phones, an iPhone and an Android (Samsung 23)
        - Capture as much video as you can. You can remove what you don't want later
        - Use multiple cameras and angles to get a clear view of the process
    - Audio
        - Do you need a microphone in the video area?
        - Do you have a microphone for voiceover options?
- Time requirements
    - The storyboard will take time to develop. Think through the entire process.
    - If doing this in a production environment, schedule the downtime or complete the video shoot on a day where there is no production.

Execution
- Area visit
    - Project review of storyboard, area, and lighting
- Video shoot
    - Begin video shoot with sound
        - Video as many retakes as possible to work with in editing
        - Review video shots throughout the process to ensure you have what you want
- Video editing and compilation
    - Review videos for timing that coincides with the storyboard and document it
        - Provide the storyboard with the videos
    - The video editing and compilation can be handled in house using Adobe Premier
    - Video editing and compilation can also be outsourced
        - This will require direction with the vender so they can provide what you want
    - Review and make tweaks to the final version until you like your final video
- Upload to your corporate YouTube account
    - Create URL links that can be shared with your training teams or personnel
        - The URL can be added to a QR code if desired