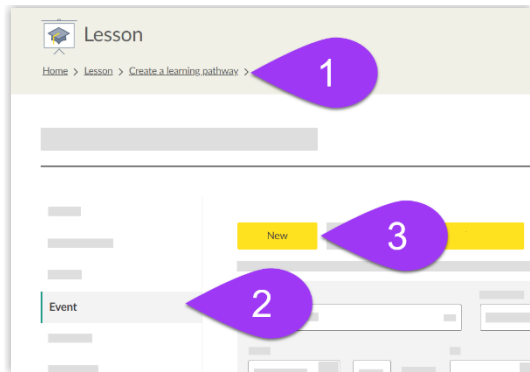


# Key learning points: Instructor-led training 101

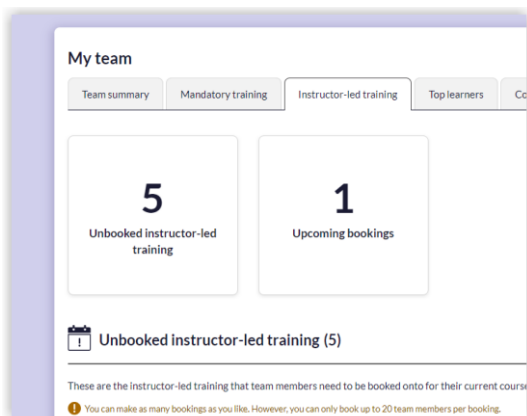
## Events are created directly from an Instructor-led Lesson



Unlike Lessons and Courses - which are created independently of each other and then assigned as needed - Events are created directly from an Instructor-led Lesson. Once created, you can find an Event in 3 ways:

- From the Homepage, view all future Events
- From the Event area, view all Events in the system
- From an Instructor-led Lesson, view all Events for that Lesson

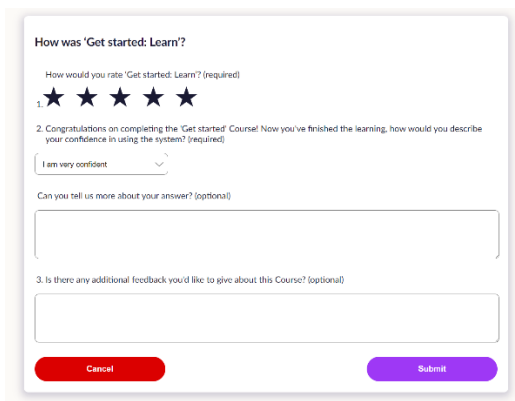
## Decentralise Event admin and make time for other initiatives



Learning is not just for the L&D team - managers are a key stakeholder and essential in building a learning culture. Get them involved!

Nominate a colleague as an Event administrator, and they'll get restricted access to Learn admin to help out with day-to-day admin for specific Events.

## Capture Event feedback in the moment of experience



The best feedback you'll get is given in the moment of experience.

So if you have an evaluation form linked to your Event, update attendance as soon as possible after the event ends - that's the trigger for the evaluation request.

