



# Talent Development Community Glossary of Terms

Communications Sub-Committee

## Talent Development Community Glossary of Terms

Term	Definition	Source
Accessibility	A characteristic of technology that enables people with disabilities to use it. For example, accessible websites can be navigated by people with visual, hearing, motor, or cognitive impairments.	ATD Glossary
E-learning	Electronic learning. Term covering a wide set of applications and processes, such as web-based learning, computer-based learning, virtual classrooms, and digital collaboration.	ATD Glossary
HTML	Hypertext Markup Language. The programming language used to create documents for display on the World Wide Web.	ATD Glossary
Learning Management System (LMS)	Software that automates the administration of training. The LMS registers users, tracks courses in a catalog, records data from learners; and provides reports to management. An LMS is typically designed to handle courses by multiple publishers and providers.	ATD Glossary
SCORM	Sharable Content Object Reference Model. A set of specifications that, when applied to course content, produces small, reusable learning objects. It is a result of the Department of Defense's Advance Distributed Learning (ADL) initiative. SCORM-compliant courseware elements can be merged with other compliant elements to produce a highly modular repository of training materials.	ATD Glossary
Assistive Technology (AT)	Assistive technology (AT): products, equipment, and systems that enhance learning, working, and daily	ATIA.org

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	living for persons with disabilities.	
Abilities	Aptitude or competence in skills needed to perform a job task.	DAS
Blended Learning	The combination of multiple approaches to learning. In the strictest sense, blended learning refers to any time that two (2) methods of delivery of instruction are used. A typical example of this would be a combination of e-learning and instructor-led (in-person) training sessions in one course.	DAS
Competence	A learner's ability to successfully perform a task or skill.	DAS
Competency	The combination of the knowledge, skills, and abilities required for successful job performance summarized into categories (e.g., the competency "Coaching and Developing Others" combines identifying development needs and taking actions to help others improve their skills).	DAS
Evaluation	A multi-level, systematic method used for gathering information about the effectiveness and impact of training programs. Results of the measurements can be used to improve the program, determine whether learning objectives have been achieved, and assess the value of the training to the organization.	DAS
Goal	The improvements employees should make to their work activities or the products they create that could help them make a better or larger contribution toward achieving the agency's purpose.	DAS

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Instructor-Led Training (ILT)	The process by which a teacher, instructor, or facilitator guides a learning event.	DAS
Knowledge	Acquaintance with facts, truths, or principles, as from study, investigation, or performance of a job task.	DAS
Performance Expectations	The requirements for work product quantity, quality, timeliness, and results that apply to regular and routine job duties.	DAS
Self-Directed Learning (SDL)	Individualized, or self-paced, learning that generally refers to programs that use a variety of delivery media, ranging from print products to web-based systems. It can also refer to less formal types of learning, such as team learning, knowledge management systems and self-development programs.	DAS
Skills	The ability to perform a mental or motor activity that contributes to the effective performance of a job task.	DAS
Web-Based Training (WBT)	Delivery of educational content via a Web browser over the public Internet, a private intranet, or an extranet.	DAS
Gamification	Gamification is the application of game-design elements and game principles in non-game contexts.	elearningindustry.com
Scenario-Based Learning	Scenario-Based eLearning, essentially, immerses the learners in real life or situational simulations or learning experiences that allow them to gather skills or information that they will recall for future use.	elearningindustry.com
Activity	An instance of a catalog item delivery method (sometimes also called a class) that is available for enrollment. An	ELM Glossary

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	activity focuses on a specific topic.	
AICC	Aviation Industry Computer-Based Training Committee (AICC) is a standard, which provides a consistent method of communication between courseware and LMS systems. AICC is the first generation of standard interoperability.	ELM Glossary
Catalog Item	A specific topic that a learner can study and have tracked. For example, Introduction to Microsoft Word. A catalog item contains general information about the topic, and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more activities. Sometimes the catalog items are called courses.	ELM Glossary
Certification	PeopleSoft ELM, certification is a type of program that has a fixed begin date and end date. Typically, it includes tests that learners must pass to become certified for a set period of time. Certification programs are particularly useful when learners must acquire a certificate or license, or they must develop or become proficient in a particular skill or competency within a given timeframe.	ELM Glossary
Curriculum	A type of program that guides learners through a specific learning path over an unrestricted period of time. Learners can progress through courses at their own pace.	ELM Glossary
Learner Group	A group of learners that share the same attributes, such as department. Based on the Learner Groups, the learners get access to	ELM Glossary

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	learning objects within the catalog. Learners can belong to one or more Learner Groups.	
Program	PeopleSoft ELM, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. The system provides two types of programs – curricula and certifications.	ELM Glossary
Session	A single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions pertain to instructor-led, classroom-based training.	ELM Glossary
Supplemental Learning	A learning that does not exist in the catalog, but learners can still receive credit for completing it. For example, a learner can earn credit for a seminar or conference that he or she did not enroll in via ELM.	ELM Glossary
SWOT Analysis	An analysis of Strengths, Weaknesses, Opportunities, Threats used to reduce risks and maximize opportunities.	Mindtools.com
ADDIE	An industry standard model or framework for instructional design that includes the following phases: analysis, design, development, implementation, and evaluation.	TDC E-Learning Guide
Assessment	A test, tool, or quiz that is used to gauge learner progress and success.	TDC E-Learning Design & Development Guide
Author/Authoring	The process of creating and publishing e-learning.	TDC E-Learning Design & Development Guide
Autonomy	Allowing a learner to independently control and interact with e-learning content.	TDC E-Learning Design & Development Guide

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Beta	A draft version of an e-learning product.	TDC E-Learning Design & Development Guide
Comprehension	A learner's ability to understand the instructional content.	TDC E-Learning Design & Development Guide
Courseware	Stand-alone e-learning that typically runs offline as a separate software application.	TDC E-Learning Design & Development Guide
Critical Thinking	A learner's ability to analyze and evaluate various concepts, knowledge, and ideas.	TDC E-Learning Design & Development Guide
Deliverable	Something that is provided during the process of learning development (e.g., documents, storyboards, drafts, and the final product).	TDC E-Learning Design & Development Guide
Delivery Platform	The technology used to distribute the e-learning (e.g., a learning management system, content management system, website, video streaming service, or standalone application).	TDC E-Learning Design & Development Guide
Discovery-Based Learning	Learning activities in which the learner uses experience, prior knowledge, critical thinking, and problem solving skills to interact with the instructional content.	TDC E-Learning Design & Development Guide
Distractor	A wrong answer choice in a multiple choice question.	TDC E-Learning Design & Development Guide
Enabling Learning Objective (ELO)	A specific learning objective that supports the overarching, or terminal, learning objective for a learning module.	TDC E-Learning Guide
Formative Review & Evaluation	Capturing feedback that is used to determine or "form" revisions to the learning.	TDC E-Learning Design & Development Guide
Functional Specification	A description of how a piece of hardware or software is supposed to operate or function.	TDC E-Learning Design & Development Guide
Higher Level/Higher-Order Thinking	A learner's ability to analyze and evaluate various concepts, knowledge, and ideas at a higher or deeper	TDC E-Learning Design & Development Guide

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	level. This relates to the levels of Bloom's Taxonomy.	
Instructional Design Framework	A model or process that helps guide the design of e-learning instruction.	TDC E-Learning Design & Development Guide
Iterative Process	A process that repeats or is conducted multiple times.	TDC E-Learning Design & Development Guide
Job Aid	A short summary of instructions for completing a process or performing a task.	TDC E-Learning Design & Development Guide
Knowledge, Skills, and Abilities (KSAs)	The knowledge, skills, and/or abilities required for successfully performing a task or completing a learning objective.	TDC E-Learning Design & Development Guide
Lean Considerations	Ideas for streamlining a learning design and development process and minimizing project time.	TDC E-Learning Design & Development Guide
Learner Group	The group of people or students taking the e-learning training.	TDC E-Learning Design & Development Guide
Learning Environment	The location and/or context in which the e-learning takes place. This could be an office, training room, computer lab, field location, etc. Each environment has its own set of learning circumstances and situations.	TDC E-Learning Design & Development Guide
Learning Objective	The intended goal of a learning activity. Sometimes called an outcome.	TDC E-Learning Design & Development Guide
Lifecycle	The process of creating, using, and retiring e-learning products.	TDC E-Learning Guide
Linear	The requirement that a learner progress through the e-learning sequentially, from start to finish, without jumping around.	TDC E-Learning Design & Development Guide
Navigation	How the learner accesses and moves through the e-learning product.	TDC E-Learning Design & Development Guide
Nonlinear	The possibility for a learner to jump to different parts of the e-learning content.	TDC E-Learning Design & Development Guide
Outcome	The intended goal of an e-learning activity. Sometimes	TDC E-Learning Design & Development Guide

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	called a performance objective.	
Practitioner	Someone who works in the field of training and development.	TDC E-Learning Design & Development Guide
Project Charter	A document which states the objectives or goals of a project.	TDC E-Learning Design & Development Guide
Prototype	A rough draft of the visual elements in an e-learning product. This includes some basic functionality such as navigation and buttons.	TDC E-Learning Design & Development Guide
Rapid Development	Streamlining the e-learning design and development process to minimize project time and redundant documentation and processes.	TDC E-Learning Design & Development Guide
Relatedness	A sense of being connected to something or someone. This is used to engage learners in the content.	TDC E-Learning Design & Development Guide
Remediation	A path for learners to obtain additional information and support in correcting mistakes and improving learning outcomes.	TDC E-Learning Design & Development Guide
Responsive Design	An authoring technique that allows the e-learning interface and content to resize for different screen sizes and devices.	TDC E-Learning Design & Development Guide
Retention	A learner's ability to recall the instructional content over longer periods of time.	TDC E-Learning Design & Development Guide
Rote Memorization/Practice	Repetition or regurgitation of information for the sole purpose of committing it to memory. Rote memorization often results in poor retention over time.	TDC E-Learning Design & Development Guide
Scope/Scoping Document	The definition or documentation of the design approach, processes, and elements involved in creating an e-learning product. The scope defines the extent and breadth of a project.	TDC E-Learning Design & Development Guide

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Self-Determination Theory (SDT)	A theory of motivation that indicates that adult learners tend to have intrinsic or internal motivation towards success and achievement.	TDC E-Learning Design & Development Guide
Sequencing	The process of organizing learning modules and topics in a particular order.	TDC E-Learning Design & Development Guide
Source Files	The digital files used to produce an e-learning product including project files, media, and documents.	TDC E-Learning Design & Development Guide
Storyboard	A non-interactive, visual map of the learning product. This often includes images of the user interface and core content elements.	TDC E-Learning Design & Development Guide
Subject Matter Expert (SME)	An individual who has expert level knowledge of the instructional topics and content.	TDC E-Learning Design & Development Guide
Summative Assessment	A quiz or test that is usually taken at the end of a learning module or course. A summative assessment tests all of the learning objectives for the module or course.	TDC E-Learning Design & Development Guide
Target Audience Analysis	Describes the learners and their training environment.	TDC E-Learning Design & Development Guide
Target Audience Profile	A description of the target audience including: existing knowledge of the topic, level of competency using technology, available time for training, location and connectivity, computer specifications, and accessibility needs.	TDC E-Learning Design & Development Guide
Task Analysis	Defines the tasks taken to meet desired performance outcomes. These are often the tasks that an employee would do to achieve success in one aspect of his or her job.	TDC E-Learning Design & Development Guide
Technical Capabilities	The computer specifications, connectivity, device access, and other technical information relating to how	TDC E-Learning Design & Development Guide

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	the target audience will use the e-learning.	
Template	A pre-built user interface or interactive component that can be populated with custom e-learning content.	TDC E-Learning Design & Development Guide
Terminal Learning Objectives (TLO)	The overarching performance or learning objectives. These are higher level objectives that address each task or lesson.	TDC E-Learning Design & Development Guide
Topic Analysis	Defines content that supports performance outcomes, and topics that are relevant to successful performance.	TDC E-Learning Design & Development Guide
Training Needs	Performance gaps or organizational needs that can be addressed through training.	TDC E-Learning Design & Development Guide
Training Needs Analysis (TNA)	The process of determining training needs through surveys, discussion boards, observations, interviews, focus groups, and other techniques.	TDC E-Learning Design & Development Guide
User Interface	The visual layout of the e-learning product and the components that the learners use to interact with the content.	TDC E-Learning Design & Development Guide
Bloom's Taxonomy	The framework elaborated by Bloom and his collaborators consisted of six major categories: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation.	Vanderbilt.edu
WYSIWYG	A WYSIWYG (pronounced "wiz-ee-wig") editor or program is one that allows a developer to see what the end result will look like while the interface or document is being created. WYSIWYG is an acronym for "what you see is what you get".	Whatis.techtarget.com

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## Cited Sources and References

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