**Information Conveyed**

Distance learning module is among the main forms of training patterns that are commonly applied in most organizations. Information conveyance in distance learning programs is conducted through different routes. Such routes include web-based training and computer based training. Distance learning occurs when the trainees and trainers are in remote locations. Technology is applied in conducting online lectures to several trainees in many separate areas (Bates, 2005). Typically, a distance learning module uses the internet and hence allows the trainees to gain access to the learning materials which include videos and prepared slides made to engage the employees being trained. The internet also incorporates other training information that can be accessed from anywhere in the world (Motiwalla and Tello, 2000).

**Distance Design**

At the start of the program, the distance training is for the employees who cannot attend direct lectures (Passerini and Granger, 2000). Once every employee has been trained, this program will be used for every new employee that will be hired. The distance learning module will continually be updated based on feedback from employees, changes to rules and regulations, and as training is expanded.

**Strengths & Weaknesses**

The strengths of the distance learning are that; the in-house trainer will have the ability to go in and make the necessary updates as needed (Webster and Hackley, 1997). Also, once the training module is developed, it is cheaper than bringing in a trainer for the amount of time required accommodating all the employees. Employees can as well log in and do the modules at their convenience.

**Weaknesses**

Distant learning does not incorporate face to face lectures with the trainers and hence fresh ideas are not captured. Also, the trainee can ignore the materials shared via the internet in this essence, even though there is video and interaction, it isn’t like training in person and being fully engaged in all activities. The material is explained only in one way, so if the employee has a hard time comprehending the material, there are no additional explanations. It also can’t be proven that they didn’t have someone else take their test for them. It isn’t possible to confirm that the employee didn’t ignore the modules and just click the forward button while they were watching T.V. or otherwise engaged elsewhere in their home.

**Employee Development**

If at all the employees feel the urge to improve on their skills., they can re-read the module also if they are displaying poor safety handling skills, a manager may require an employee to retake the testing to help ensure that they work in manner that displays proper handling techniques.

**Learning Transfer**

After the completion of the training programs, a trainer onsite is established; employees provide feedback at the end of the training. The feedback is recorded and the highlights are incorporated into the training module. The employee has a separate module to provide feedback in answering various questions as to what they liked, what they think is needed, how can the module be improved as well as blank areas where they can write in responses that they might have that were not thought of specifically. The observation that takes place for two weeks after training will demonstrate that the employees have incorporated their training into their work. HR will utilize the checklist to verify that the employee is following proper policies and procedures that were taught in the training modules and the data will be logged into the employee file.

**Effectiveness of Measurements**

In order to determine the efficiency of the distance learning program, pre-tests and post-tests can be established. The results will be automatically tabulated and reported to HR and management. The test is only as effective as the questions that are given. This means that the post-test on the distance training module has no way to measure or predict that an employee will use this training on the job. The post-test only shows that the employees can answer only those specific questions in which they received training. It can show an increase in knowledge, but it cannot guarantee that these skills will be applied to their position or even make them safer

**Conclusion**

Vital information is conveyed to the employees through the distance learning module. Te information is conveyed through the internet to employee in different remote locations. The chosen distance training module should fit into the overall training program design. The strengths and weaknesses of the module should be assessed to determine the efficiency. In analysis of the strengths, it is clear that distant learning ensures that employees who cannot reach the in-house training get trained at their convenient places. However, in-house lectures are regarded to be effective than the distant learning programs as fresh ideas can be easily grabbed. Distant Learning highly supports employee development and feedback is included to determine the transfer of learning, the effectiveness of the distant learning module should also be measured after the completion of the program.

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