

## **Tips for Learning at our Desks** (Learning Decisions Newsletter, May 2000)

- Announce e-learning
- Non-distraction Location
- At Home Permission
- Learning labs
- Headsets for Netmeeting learning session
- Acknowledge Multi-Tasking – keep learning modules short
- Survey the Learners – what would help them succeed at e-learning activities.
- Group e-learning
- Design learning environments to encourage concentration

## **Skills for E-Trainers**

- **Content Assembly** – continuous updating of material, being informed.
- **Content Delivery** – 3 Roles:
  1. Virtual Individual consultations – facilitate on-line discussions and building communities of learning.
  2. Provide smaller “chunks” of content.
  3. Text-Based Teaching – documents created as FAQs, turning one learner’s confusion into the next learner’s content object.
- **Learning Support** –
  - OnLine support - prepare for communications (netmeeting); understand topic
  - OnLine Coaching – richer dialogue tailored to Learning
- **Learning Management**
  - Self-paced learning
  - E-Trainer identifies expectations of Learning (Learning agreement)
  - E-Trainer and Learner agree on learning modules and schedule
  - E-Trainer tracks learner’s progress and obtains periodic feedback.
  - E-Trainer links Learner to other Human and OnLine Resources.