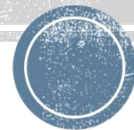


# Introduction to Microlearning

WORKBOOK



### Case Study

You are one of 10 human resource professionals for Acme Healthcare Network who have been assigned a project to create several micro-learning videos to train your company associates on how to use the Performance Management System. You and your colleagues will need to learn about the media you can use, best practices and the elements involved in creating a microlearning. When you complete the course you will have an outline you can use to create your own microlearning.

### Instructional Goal

After one hour of training, HR professionals in the Acme Healthcare Network will be equipped with process needed to create a micorlearning.

### Performance Objectives

At the end of this course participants will be able to:

1. Define what a micro-learning is.
2. Identify benefits and limitations of micro-learning.
3. Determine opportunities for using micro-learning
4. Define best practices for micro-learning
5. Identify the elements of a micro-learning.
6. Create a micro-learning outline.



## Define what Microlearning is

In this exercise, you will reflect on the meaning of micorlearning.

What is the definition of a microlearning?

Answer:

What is an example of a microlearning you have encountered in your daily life?

Answer:

List the types of microlearnings discussed in our virtual class. Add some of your own.

Answer:





### Lesson 3 Determine Opportunities for Microlearning

What is the forgetting curve?

Answer:

How would the forgetting curve influence your microlearning design?

Answer:

List the different types of learning that would be suitable for microlearning:

Answer:



### Lesson 4 Define Best Practices of Microlearning

To create an effective microlearning, it is important to understand and use industry best practices. Not only does this standardize your content, it helps find a place to begin when you are starting with a blank slate.

List the best practices of microlearning:

Answer:

- 1.
- 2.
- 3.
- 4.
- 5.

Fill in the blanks below with a best practice to complete the sentence:

1. \_\_\_\_\_ is a motivational window in which someone is open to help, guidance, or training to achieve his or her goal.

2. The primary aim of workplace learning should be to change what people do (their behaviors), not just what they know. Once you identify a target behavior create or facilitate a short, \_\_\_\_\_.

3. The most durable memories are formed via elaborative encoding, which means actively reflecting on what you are learning and connecting it to what you already know. A rule of thumb is that the harder you make people think, the more they will learn. This is an example of starting \_\_\_\_\_ with an \_\_\_\_\_.

4. No matter how good the experience is people will not continue learning unless they see concrete signs of improvement. For this reason, you should end \_\_\_\_\_ with a \_\_\_\_\_.

5. Using microlearning before, during and after a live event is the best practice of surrounding \_\_\_\_\_ with \_\_\_\_\_.

List ways that you could use best practices when creating your micro-learning content:

Answer:



## Identify the Elements of Microlearning

We discussed five elements of a microlearning structure. Come up with an example for each of the elements and include your example in the box next to each one.

ELMENT	EXAMPLE
Short (1-5 minutes)	
Focused (one learning objective)	
Stands alone (no pre-knowledge needed)	
Interactive (learners can apply with they know)	
Responsive (works on multiple devices)	

Watch this microlearning video on youtube (<https://www.youtube.com/watch?v=5E4m3GxZeA0>) and determine if the 5 elements of microlearning criteria has been met. List them below:

Answer:

If the criteria is not met, explain what you would do to change, add or take out of the microlearning to have it meet the criteria.

Answer:



## Create a Microlearning Content Outline

Create an outline to design a micro-learning. Come up with an idea for an outline and create one objective

Course Title:		
Learner Characteristics		
Learner Description:		
Environment for Learning:		
Desired connection to the content:		
Current Competence Model		
What outcomes are desired?		
How can the outcome be achieved?		
What are the current gaps to be addressed?		
What approach will be used to teach the learner how to achieve the outcome?		
Microlearning Focus		
Can this microlearning be delivered in 5 minutes or less?	Yes	No
Emotional States and Choices		
What are the emotional states required for learner engagement?		
What are the emotional states required for achieving the outcome?		
What media could contribute to achieving the outcomes, including emotional states?		
Key Messages/Points		
What are the key points or messages to be presented?		
How will the points be chunked into smaller bites?		
Use the table below to organize your content. Add more rows if needed.		
Time/Duration	Media	Description
		Content:
		Narrative:

		Handling:
Evaluation Model		
How will you evaluate the microlearning?		
How will you help learners translate knowledge to action or achieve the outcome?		

**Important factors to remember:**

- Work with Subject Matter Experts to create your content.
- Always test your micro-learning for technical issues, content focus, user experience and emotional engagement. If possible, use someone in your target audience. Fix any issues that are found.
- The learner should have no doubts and feel empowered to act in order for the learning outcome to be fully realized.
- Creating effective micro-learning requires practice. Keep practicing!

**Resources:**

Elearning Industry: 7 Tips to Effectively Plan a Micro-learning Course

<https://elearningindustry.com/7-tips-plan-a-microlearning-course>

Association for Talent Development: 5 Rules for Successful Micro-learning

<https://www.td.org/insights/5-rules-for-successful-microlearning>

Artisan eLearning: Micro-learning: A Comprehensive Guide & Tips for Your Courses

<https://artisanelearning.com/microlearning/>

Biz Library: What Makes Micro-learning Effective in Employee Training Programs?

<https://www.bizlibrary.com/blog/learning-methods/microlearning-in-employee-training-programs/>

Vignettes Learning

<https://www.vignetteslearning.com/vl/microlearning>