

Learning in a Virtual World

Items to consider when using technology to drive learning

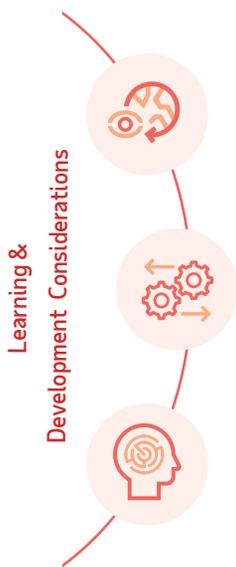


As remote work becomes the new normal, old school training methods no longer cut it. They are didactic, expensive, inefficient and far too often outdated before the fiscal year ends. With a remote workforce commonplace, the way we work, communicate, collaborate, and learn has changed. Use this tip sheet to guide your leaders and managers with the right strategies and tools to connect teams remotely and continue their professional development.

Areas to First Explore

As an HR Leader, you are likely seeking lifelines to ensure business continuity.

Questions to ask your leadership team:



- ▶ What training is important?
- ▶ How can we deliver meaningful learning experiences while setting ourselves up for success?
- ▶ How do we keep people engaged in learning during a crisis?
- ▶ How do we measure how much knowledge remote staff have retained?
- ▶ Does it make sense to take everything I used to deliver live and move it?
- ▶ How do I arm my leaders and managers with the right tools to connect?
- ▶ How can we help people grow their careers, continue their professional development and build their understanding of next-wave topics when all of public life is at a standstill?
- ▶ How can I afford to do this when cash flow is impacted?



Learning Management System Traits



No platform or digital tool is a silver bullet for the perfect learning experience. Digital learning platforms are only ever as good as the content you add to them. So, once you have a platform worthy of your world, you will need to focus on that content and learning...

Susan McGann
Senior Director,
ADP Global Learning Centre

An effective LMS should:

- Have a user friendly front end
- Have a simple administrative back-end
- Provide effortless reporting
- Incorporate measurement and accreditation tools

[Other helpful LMS resources](#)

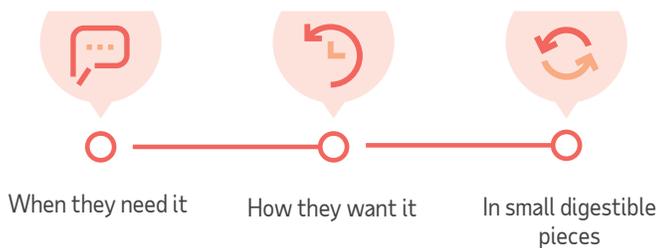


Micro-Learning

When pressure is high and time is low, micro-learning is a good option. While on-demand is not the right answer for all types of training, it is perfect for quick product updates, process changes, and compliance requirements.

If you have content that traditionally takes an hour to deliver, try breaking it down into 15 minute increments with each one building on the last. This way learners can consume and internalize the content before moving on.

In today's always connected world, learners want content:



Other Helpful Resources:

[Attend a webinar & download micro-learning resources here](#)



Virtual Instruction Presentation Tips

While virtual instruction is similar to live instruction, there are a few key differences to consider:

- ▶ Shorter attention spans
- ▶ Lack of visual queues; and
- ▶ Screen time is more taxing than face time

So, if you have instructors who are used to hosting live sessions, or if you are a facilitator yourself, **here are a few best practices for virtual instruction:**

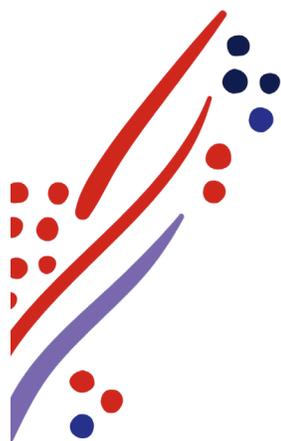
- ▶ Keep switching the modality
- ▶ Use tools to drive engagement, and
- ▶ Keep sessions short and manageable

Other Helpful Resources:



[Check out a list of the Top 12 Video Conferencing Software](#) or [The 10 Best Video Meeting Apps.](#)

[And here's a summary of some polling software options.](#)



Choose your technology carefully



Break it down for your teams, both with e-learning or virtual instructor led sessions



Not all content can be e-learning, instructors are still needed



Don't forget your leaders need leadership too!

Putting it all Together

Partnering with ADP gives you the opportunity to focus on what matters: **Your business and your success.**

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