



***Online
Learning
In Progress***

I will be available at _____

How to Gain the Most from an E-Learning Course- A Checklist for Success

We want to ensure that your e-learning training is effective. The success of training, however, is not entirely in the hands of the trainer. The learners and their managers also have responsibility for the learning process. Here are some tips that can help you gain the most out of an e-learning class:

<p>Before the Course:</p>	<ul style="list-style-type: none"> • Meet with your manager to discuss how the training will be applied to your job. • Meet with your mentor as well, if one has been assigned, to discuss how this e-learning course will function and when you will meet after the training • Find out as much as you can about the course before it is scheduled. For example, read the course description, ask about the prerequisites, and talk to other learners who have completed the training. • Be sure you have completed the course prerequisites and have the necessary experience for the course • Make sure you have the correct hardware and software setup to enter the course. Test this out ahead of time and report any issues to the training department. • Obtain the course materials and job aids if available or print these from the Internet. Review the materials prior to the course to become familiar with the contents and layout. • Schedule a specific time and date to complete the course and make this a priority to complete the course during the scheduled time period.
<p>During the Course:</p>	<ul style="list-style-type: none"> • Turn off the phone ringer and email notification. • Post a sign on your cubicle or door that “Training is in Progress – No Interruptions” and include when you will be available. • Use headsets to minimize outside distractions and hear the audio portion of the course. • Set a learning goal and see if you met this by the end of the course. • Make notes of any questions or problems with the course so these can be reported to the training department. • Keep a “Bright Idea List” to identify key points to remember and how to apply this training to your job. • Find out about additional resources to reinforce and supplement the course (i.e., web links, books, articles, additional training, experts with the company, etc.)
<p>After the Course:</p>	<ul style="list-style-type: none"> • Complete the course evaluation form. • After the course, discuss the learning with your manager and identify specific ways to apply the training. • Meet with your mentor (if one was assigned) to review the course and identify how to apply it to your job. • Use your course materials, manual, on-line help and other tools when you have a problem. Use the HelpDesk as an additional resource, not the only source of support • Give feedback to the training department regarding any problems or suggestions with the course and also identify future training needs. • Above all, recognize that learning is an active process that continues after the e-learning course is over. You can only get back what you are willing to put in!