

IMPLEMENTING E-LEARNING



E-learning has brought incredible benefits to all those with access to the internet. At the same time, it can cost a great deal of time if it is not managed correctly. People learn differently, so e-learning must provide Learners with choice of method, and must take account of the fact that self-directed learning often requires some incentive.

Some of the effective methods are:

1. Action-centred: Learners learn by doing and reviewing their performance in realistic situations, perhaps in conjunction with either an instructor or a supervisor at work.
2. Business simulation: Learners are asked to take decisions based on a SWOT analysis, and work through the consequences of their decisions. They will develop relevant coping strategies.
3. Knowledge tests: These would be linked to the training material and/or corporate manuals. They are especially valuable where regulatory bodies require tests of knowledge.
4. Workshop: E-learning can be enhanced considerably by live Workshops. These would be participative, not talk and chalk, and run by an experienced facilitator.
5. Work-based assignments: To make the e-learning directly useful, we would take a brief from the client to create assignments that put the new learning to use at the workplace. This is what we mean by blended learning.

Finally, here are Ten Top Tips for implementing e-learning:

1. combine e-learning with live training
2. have a clear idea of what you want it to achieve for you
3. build the online course into your daily routine
4. look in books as well as the internet for information
5. question anything you do not fully understand
6. create the right environment in which to study
7. maintain an efficient system for your training notes
8. add e-learning to what you already know
9. keep on learning
10. just get started

