

Microlearning Checklist

Benefits of Microlearning:

1. **Focused Outcomes:** Microlearnings are typically built to target a single, specific learning objective, making it easier to measure the effectiveness of the training and the impact on desired outcomes.
2. **Enhanced Retention:** Microlearnings focus on bite-sized learning content that is easy to absorb and apply. By breaking down larger pieces of content into smaller modules focused on individual topics or concepts, learners are more likely to retain the information and apply each piece.
3. **Increased Engagement:** Microlearning modules are typically shorter and more interactive than traditional eLearning courses, which can increase learner engagement and motivation. By incorporating interactive elements, such as quizzes or challenges, learners are more likely to stay engaged and retain the information.
4. **Improved Accessibility:** Due to reduced complexity, microlearnings can often be accessed on a greater variety of devices, making them more accessible for learners. This flexibility allows learners to consume content at their own pace and on their preferred device, whether it be a computer, tablet, or smartphone.
5. **Cost-Effective:** Microlearnings typically require less time and fewer resources to develop meaning they can be more cost-effective than traditional eLearning courses.

Learning Library Assessment:

Use the bullets below to determine if your catalogue of courses and training materials meet the criteria for Microlearning.

What % of your training content has multiple learning objectives in a single offering?

What % of your training content is longer than 10 minutes?

What % of your content library hasn't been updated in the last 12 months?

What % of your content is built in Power Point?

What % of your training content isn't accessible on mobile or tablet devices?

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Individual Training Course Assessment:

Select a single piece of content that meets one or more of the above criteria. Complete the following list of questions to validate if the asset is a good candidate for Microlearning:

1. Is the training about a clear, single concept?

Complex or nuanced topic with lots of exceptions or caveats aren't well-suited to microlearning, but creating a short refresher on the "Dos and Don'ts" is a great use case for microlearning

Yes

2. Can the topic be broken into smaller topics or sub-topics?

For example, a training on a sales methodology could focus on each step individually, while a code of ethics training likely needs to be taken all at once.

Yes

3. Do learners need to be able to access and review this content at another time?

Rather than needing to sift through a larger course to find the information they need, learners can use the single, targeted microlearning to review just the content they need.

Yes

4. Can this piece of training content be supported with pre- or post-content?

Rather than thinking about how to convert this specific training, you could create supplemental microlearnings to take before or after the original that increase engagement and boost retention.

Yes

5. Can topics within this piece of content be visualized with video or animation?

A two- to three-minute video can do a better job holding a learner's attention and more clearly demonstrate a concept or process than could be accomplished with a lengthy text course.

Yes

Summary:

If you answered yes to at least two of these questions for a specific piece of training, converting to or supplementing your content with microlearnings could be a winning strategy to ensuring your learning content achieves the business objectives you want it to.