Get Better Results from Learning

In today's busy world of work, people are constantly interrupted and constantly checking their devices. There's so much information coming at them, they easily lose focus, and quickly lose interest if something doesn't seem relevant.

In this busy world, these learning best practices are more important than ever.

Keep learning short and focused

Packaging learning in consumable segments is important because our brains tend to lose focus after about 20 minutes.

- Focus on 'need to know'
- Write clearly and concisely
- Divide learning into units
- Vary types of activities

Space learning over time

Spacing increases retention, it also helps us fit learning into our busy work schedules.

- Schedule units over time
- Include self-directed learning
- 'Layer' content
- Send spaced reminders

Give learners choice

Deciding when and how to learn helps us take charge, build on our strengths and meet our individual learning needs.

- Design branching scenarios
- Provide alternate activities
- Let people 'test out'
- Have learners generate content

Let learners practice

Collaborating with others and focusing on application makes learning relevant and increases retention.

- Aim for 2/3 time on practice
- Make practice realistic
- Provide meaningful feedback
- Add practice in the workplace

Provide just-in-time support

Providing easy access to the details people need, right when they need them, reduces reliance on memory and promotes consistency.

- Develop effective job aids
- Develop short videos
- Make support searchable
- Provide access to mentors

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