



Wake 'Em Up!

7 Tips for Interactive E-Learning

From: "Using Brain Science to Make Training Stick" by Sharon Bowman
Website: www.Bowperson.com

1 SEND OUT WARM-UPS.



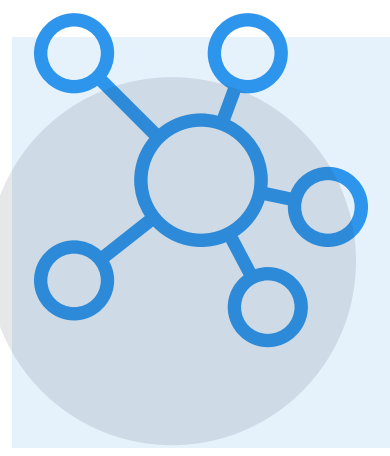
Also called "Priming," **Warm-Ups** are a pre-program list of optional activities that you send out via email or you post on an online registration page. The Warm-Ups list a variety of simple, topic-related activities learners can choose from (they do two or more) before the virtual class or webinar begins.

Examples: Learners can read a topic-related article, explore a topic-related website, watch a topic-related video, interview someone with topic-related expertise, answer some topic-related questions posted in the email.

2 CREATE A GRAPHIC ORGANIZER.

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A **Graphic Organizer** is a visual note-taking page that learners download and print before the e-learning event. You can create and email the Graphic Organizer to learners or post it to the registration page with instructions. The Graphic Organizer should be visually interesting, with images or shapes and plenty of space for writing and doodling. It should NOT be pictures of slides with lines beside them. During the virtual class, suggest that learners write down important concepts AND THEN PAUSE to allow them time to do so.



Examples: Do an Internet search for "Free Graphic Organizers" or download the free article from www.Bowperson.com titled: "Nifty Notes: Involving Learners with Graphic Organizers."

3 BEGIN WITH A FAST PASS.



A **Fast Pass** is a short, topic-related activity that takes place at the beginning of an e-learning event and that engages all learners. Post the instructions to the Fast Pass on a slide and then give learners about one minute to do the activity before beginning the "official" content.

Examples: Have learners quickly write the three most important things they learned from the Warm-Ups. If they didn't do Warm-Ups, have them write three things they already know about the topic. Or direct them to write one topic-related learning goal or one topic-related question that they want answered (you will address their questions later in the program).

4 USE THE 10-MINUTE RULE.

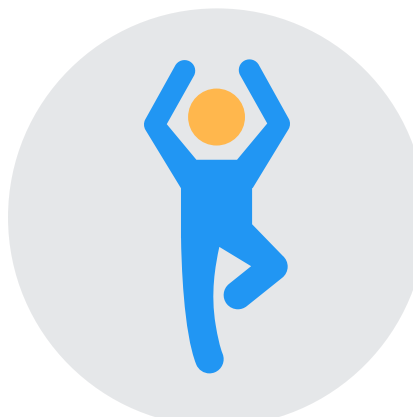
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The **10-Minute Rule** simply means dividing your lecture material into 10-minute segments (close enough is okay). In between each segment, have learners do a quick, topic-related activity that revisits the major concepts you've just covered.

Examples: Give learners about 15 seconds to write a one-sentence summary or three facts they just learned about the topic. Or post a topic-related question on a slide and have learners write the answer to it. Lead a 15-second Body Break (see #5 below). For more ideas, view the free Micro-Course titled: "Preventing Death by PowerPoint" on www.Bowperson.com.



5 BUILD IN BODY BREAKS.



Body Breaks are quick, simple stretches that increase oxygen to both the body and the brain. More oxygen means that learners are more alert which, in turn, leads to increased attention and retention of important content.

Examples: Pause the e-learning event and suggest that learners take 15 seconds to stand and stretch their arms, legs, backs, and necks. Or lead a stretch by directing the movements: "Stretch your arms over your head. Bend to one side and then the other. Take a few deep breaths before sitting down again." Read the free blog post on www.Bowperson.com titled: "Topic-Related Body Breaks" for more ideas.

6 END WITH ACTION PLANS.

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Action Plans are the learners' written or verbal commitments to use what they have learned. Action Plans help learners review and evaluate the new information as they decide how they will put it to practical use back on the job. Action Plans can also have an accountability piece built into them as well where they report back to you and each other via a private social or business media site like Slack, Facebook, or LinkedIn.

Examples: Give learners 30 seconds to write on their Graphic Organizer what they plan to do with what they learned. Then a few volunteers can verbally share what they wrote. Or learners can type their Action Plans into the online chat box which is visible to everyone in the virtual class.



7 SEND OUT FOLLOW-UPS.



Also called "spaced practice," **Follow-Ups** are a list of optional activities after an e-learning event that helps move information into long-term memory. One or two weeks after the online class or webinar, you send out the Follow-Ups via email, blog, or social media site.

Examples: Like Warm-Ups, the Follow-Ups can include exploring more topic-related articles, videos, and websites. Learners can answer some topic-related questions posted in your email to them. They can also report on how they are progressing with their Action Plans.