



REMOTE LEARNING GUIDE | CEREGO

## 3 Steps to Creating an *Effective* Learning Strategy for Your Remote Team

Creating an effective remote learning strategy can boost employee engagement, performance, and retention.

Here's how.

# Remote Learning 101

## 3 Steps to Creating an *Effective* Remote Learning Strategy

An effective remote learning strategy considers what your team needs, including their learning goals and the best ways they learn.

In this guide, we'll help you consider how you'll build a **holistic learning strategy** that accounts for each component of instruction, from how your content is presented, to how you'll communicate and then evaluate what your learners have mastered.

*At the end of this course, you'll be able to:*

1. Determine a strategy for **delivering** and **engaging** with your learners
2. Create a strategy for **assessing** and **following-up with learners**
3. Take action based on the data to enhance performance and change behavior

## Step 1: Determine a strategy for delivering content and communicating with your team

One of the most important things to consider when building content for your team is *how they will engage with the material*.

With your goals in mind, consider the following tips to help you choose the right strategy and platform for your course.



# Effective course delivery & communication tips

## Content-Related Concerns

- Present information to help achieve learning goals
  - What type of interactivity will employees benefit from?
  - How should you order your content?
  - What type of media should be integrated into the course (video, audio, links to resources)?
- Identify concepts that are usually the most difficult for learners
  - How will you account for these in your distance learning strategy?
  - Can you deliver “just-in-time” remediation and instruction, as needed?

## Logistical Concerns

- Tools currently available
  - Does your organization have an LMS?
  - If converting existing F2F course:
    - What format is your content currently in?
    - Do your existing tools support bulk upload or quick conversion?
- Communication channels
  - How will instructors give feedback?
  - How can team engage with instructors?
  - How will courses be improved or updated in the future?
  - How will you monitor progress?



## Step 2: Create a strategy for assessing and following-up with your team

Assessing progress toward mastery of learning goals can be one of the trickiest parts of remote learning. How do you create assessments and remind your team to review course materials? How will you know if your employees are struggling to master a particular concept?

Think about the following points when creating a plan to assess and send reminders.

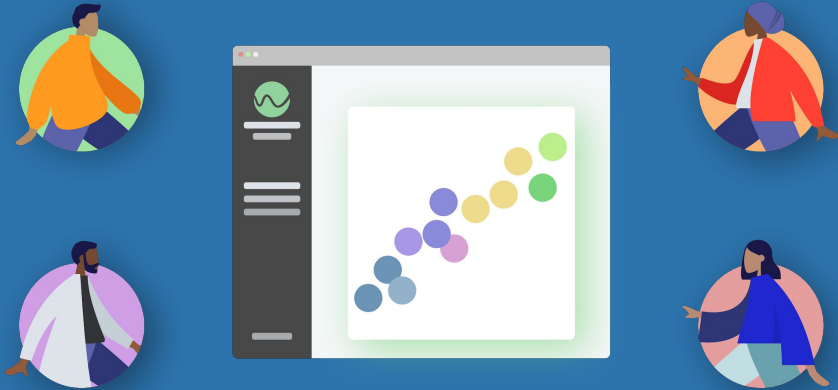
# Assess and follow-up with your team

## Assessment Tips

- Remember your learning goals
  - What assessment forms will best measure learner progress and mastery?
    - Assessment questions (multiple choice, multiple response, fill-in-the-blank, true-false)
    - Drag and drop activities (sequences)
    - Hotspot activities (diagrams)
- Provide feedback and remediation
  - How will you correct learner misunderstanding?
  - Does your platform allow you to automatically remediate when learners choose a wrong answer?

## Follow-Up Tips

- Set a schedule
  - Remind learners to review course content
  - Touch-base with learners about their progress at regular intervals
- Alert learners when course materials are updated
  - A new assignment or activity is posted
  - Content changes in the course
  - Information about the progress is posted
  - Feedback about their performance



## Step 3: Take action based on the data to improve

Once you have an understanding of your team's strengths and weaknesses, as well as a broad base of team-wide knowledge based on your course, it's time to take action.

Think about the following points determining next steps for your team.

# Taking action based on the data

## Overall Performance

- Know your impact
  - Do you have a strong sense of:
    - How engaged your team is with the material?
    - How well they know the material?
    - Whether they found the content useful?
    - How it could be improved in the future?
- Iterate
  - Based on the above, make tweaks to your content, and schedule time to follow up with learners well after the course is over to drive long-term retention

## Tie Learning to Outcomes

- Know your value
  - While learning can be an amorphous concept, having learning data that you can directly connect to performance improvements and business outcomes is key to creating a culture of learning, and driving behavior change



# Cerego makes remote learning a snap

Cerego uses a combination of cognitive science principles and machine learning to automatically:

- Create assessments from your instructional content
- Remind team members to review material
- Measure and report progress
- Streamline employee remediation and follow-up

To learn more about how Cerego can help bring your distance learning program to life, [contact us](#).

