

THE A-Z OF INSPIRATIONAL ONLINE LEARNING



A

is for Apples

Make learning crisp, colourful, crunchy, healthy and easy to digest. Bite-sized chunks, short, segmented learning works online.

B

is for Binoculars

Keep looking ahead, focusing on where your learners are coming from and where they need to go. Keep them on track with visual roadmaps and goal posts.

C

is for Carrots

Remember the carrot and stick approaches to motivation? Throw away the sticks and instead nudge your learners into sweet acceptance of the learning by building the WIIFM (What's in it for me?) factor into every learning point.

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D

is for Diet

Drink deeply of ideas and creative concepts, read widely, attend webinars. Make notes and dip into them every day for inspiration. Grow yourself intellectually and professionally.

E

is for Elephants

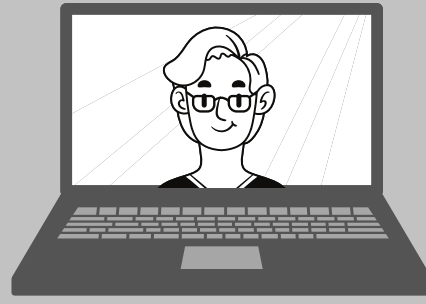
Make your learning unforgettable and easily transferable. Transform your workplaces into sanctuaries where best practice is normal because everyone applies what they have learnt. Make learning matter.

F

is for Facilitation

Polish your facilitation skills and try something new (a tip perhaps that you picked up in your reading?). Help your learners engage, reshape and reflect.

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G

is for Good to Great

Model best practice always and inspire your learners towards the goal of excellence. Don't be satisfied with good – it's just not good enough.

H

is for Hooks

Catch learners by surprise, hook them into fascinated exploration, splash them with excitement about the content. Make every learning session an inviting surprise, a joyous event.

I

is for Inky Fingers

Make learners want to jot down what they've learnt and make it visible with words and pictures. The act of writing engages more of the brain and makes learning easier.

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J

is for Joy

Be joyful about your subject matter, this chance to teach, this opportunity to grow skills. Make sure that you transmit that joy in the way you speak, move and communicate online. Remember, you are the best learning aid of them all.

K

is for Knowledge

Embrace the great gift of helping to build brand new knowledge every time you facilitate. When people explore a topic, they always discover new things. What a privilege to be a part of that!

L

is for Lightbulb moments

Reward yourself with a mental pat on the back every time you see lightbulbs popping over your learners' heads. Lightbulb moments are intensely memorable; they are burning insights. A lightbulb shared lights up your learning world.

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M is for Moments of Truth

Allow learners time to reflect and learn about themselves. These are the times when we stand at a crossing and, as Robert Frost[1] wrote: *Two roads diverged in a wood, and I— I took the one less travelled by, And that has made all the difference.*

N is for Naartjies

Create learning which is juicy, peelable, portable and nourishing. Online, they'll miss the taste and the tangy smell, but the visual impact will remain, helping them to remember that point next time they eat a naartjie.

O is for Octopus

Build tentacles of learning insights that creep into hidden corners of the workplace. Take learners, online, to show them how the content they are mastering impacts other jobs, other parts of the business.

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P is for Play

Create playful moments in every online learning session:

*We don't stop playing because we grow old...
we grow old because we stop playing.*

- George Bernard Shaw

Play is the highest form of research.

- Albert Einstein

Q is for Quiet space

Be kind to yourself and create quiet space in your life to regenerate, reflect and renew. Allow yourself time to play doing whatever makes you happy.

R is for Reflection

Cement learning in place with hidden and overt reflection opportunities. Reflection is one of the best-kept secrets of sound learning practice.

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S

is for Skeletons

Build learning always from the bones outwards. Start with simple facts and concepts and as learners master them, spiral into the deep flesh of the content.

T

is for Tweaking

Keep flexible and seize opportunities to tweak content and activities so that it suits the unique needs of individual learners. That is the way to engage their minds and their hearts.

U

is for Umbrellas

Shield learners from stress and danger by ensuring that whatever platform you are training from is safe and secure. Be prepared for the curveballs of transmission failures and connectivity issues and have alternatives tucked up your sleeve for quick solutions.

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V is for Venues

Make your online space quiet and restful for you so that you can give of your best. Choose a room with colours, background, books that reflect your professional self and that bring you joy. It will create a calm space for your learners to learn.

W is for the 5 Ws and an H

Use these classic questions (who, what, when, why, where and how) as springboards to shape the way that you structure discussion and knowledge building. Prepare meticulously by shaping the questions you plan to ask.

X is for X-Ray vision

Master the art of listening between the words, reading between the lines, seeing behind the demonstration so that you can expose real learning. That's true facilitation.

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Y

is for Yellow

Colour every learning moment with sunbeams of magic. Use yellow for lettering on your slides for top visibility, add yellow pops to your slides, celebrate lightbulb moments.

Z

is for Zip

Zip up the learning at the end into a neat takeaway that can be tucked into a pocket, consulted with ease and used successfully.

This has been the A-Z of Inspirational Online Learning.

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