



e-Learning Essentials

01 FIND YOUR LEARNING SPACE

Choose a quiet space that switches you on to learning (away from where you usually work or relax).

02 DE-CLUTTER

Remove To Do lists, files and any items that aren't needed for your program.

Turn off your phone and put it out of sight. Close email and browsers. Turn off Teams notifications.

03 ELIMINATE DISTRACTIONS

Put up a sign or tell others you are in a learning session. Let them know when you will be available again.

04 LET OTHERS KNOW 'DO NOT DISTURB'

05 WEAR HEADPHONES

Use noise-cancelling headphones to help you focus and block out background sound.

06 TURN ON YOUR CAMERA

Be present and engage with others on screen by keeping your camera on.

Take notes and draw pictures to engage your brain. Use your workbook to jot down reflections, ideas and actions as you go.

07 KEEP A PEN & PAPER HANDY

Stay alert by having something to eat and drink, and stretching. If your workstation is adjustable, alternate between sitting and standing.

08 SIP, SNACK & STRETCH

09 MOVE DURING BREAKS

During program breaks, step away from your screen and move your body. Avoid checking emails.

10 CREATE SPACE AFTER LEARNING

Don't race straight into your next task. Set aside time in your calendar to review what you learned and plan your actions.

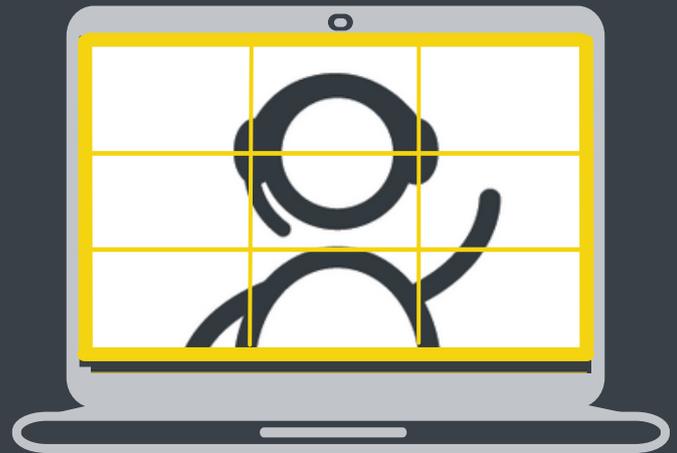


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GET IN THE FRAME

Set your camera up to frame yourself with the right proportions in your video window:

- Avoid too much blank space above your head.
- Make sure you can bring your arms into the frame.
- Your ceiling should not be visible.
- If you are using two screens, place/use the camera on the one you will be looking at most.



ACTIVELY PARTICIPATE

e-Learning is more engaging and enjoyable when everyone gets involved:

- Listen attentively when others are speaking.
- Ask and answer questions.
- Share your experience and ideas.
- Offer to report back on breakout room discussions.

BUILD YOUR PEER NETWORK

You may be logging in on your own but you are anything but alone as you progress through the program with your colleagues. Technology makes it easier to be together even when we're apart.

Get to know your cohort by:

- Engaging in online discussion forums.
- Setting up a Teams coffee catchup.
- Giving a colleague a call to discuss pre or post work.

