

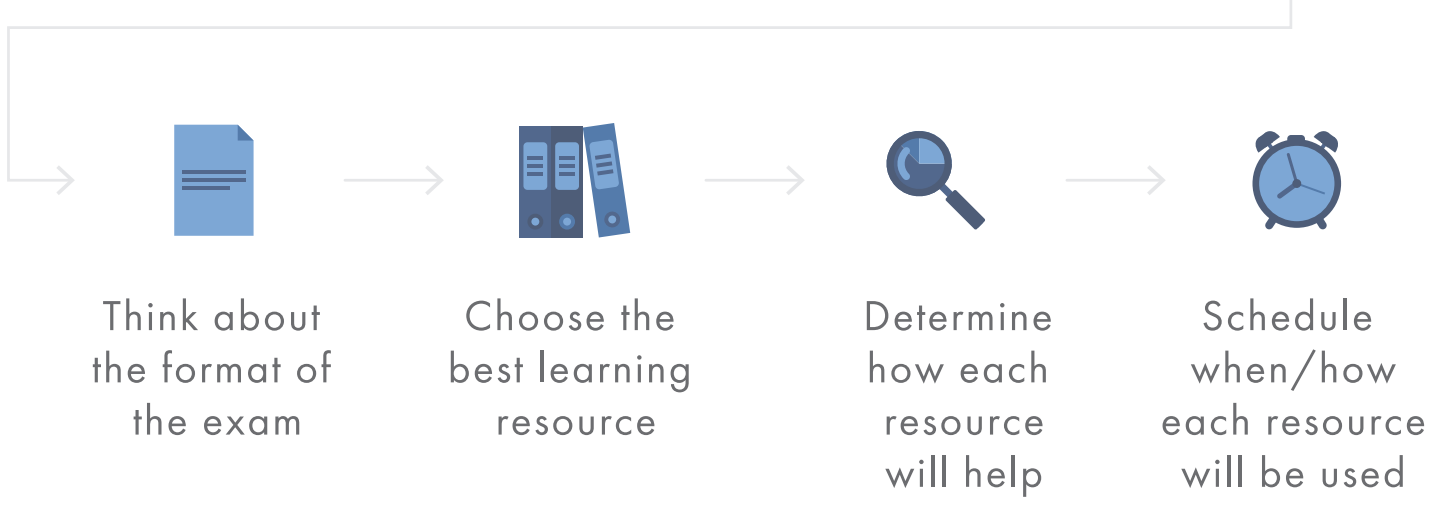
4

TIPS FOR INCREASING EMPLOYEE LEARNING RETENTION



STUDY SMARTER, NOT HARDER

Strategic thinking and foresight help people use their time more **efficiently** and **effectively**.



E-LEARNING COURSE TIPS

- Each module should **begin and end** with exercises that frame the learning according to how the employees will use the information
- Strategic framing should directly correlate the e-learning courses with the employee's day to day

IDENTIFY LEARNING STRENGTHS



Learning styles affect our ability to **retain** information.

VISUAL LEARNERS	AUDITORY LEARNERS	KINESTHETIC LEARNERS
<ul style="list-style-type: none"> writing notes watching videos 	<ul style="list-style-type: none"> listening to lectures recording answers 	<ul style="list-style-type: none"> group discussions group activities

E-LEARNING COURSE TIPS

- Provide learning opportunities for each style
- Include many different types of interactions learning methods

SLEEP ON IT

All learners can benefit from a **good night's sleep**. Any recently-learned material is more likely to be **embedded** in your memory.

E-LEARNING COURSE TIPS

- Schedule learning over the course of several days and weeks.
- Remind learners to take their time
- Follow-up with lessons and activities

TEST & ITERATE

Companies who invest in e-learning software should employ **project management tools** to track employee progress.

GET INSIGHT INTO:	NOTIFICATIONS/ALERTS:
<ul style="list-style-type: none"> where learners get stuck time spent on each task 	<ul style="list-style-type: none"> follow-ups further learning check-ins

Every learner is different, so try different ways to improve your e-learning courses. By asking employees to reflect, engage, and build good learning habits, teams will gather better returns from their e-learning initiatives.