

Learning Burst - Planning Guide

- i) **Who are the target learners?**

- ii) **What topics are of interest to them?**

- iii) **Which ones can be covered in 15 – 20 minutes? Which ones are you comfortable with?**

- iv) **Select 1 or 2 topics for this pilot.**

- v) **Learning Objectives:**
 - a. What do the learners need to **DO** in their day-to-day work?
 - b. In order for them to **DO** this what do they need to **DISCUSS, PRACTICE AND/OR PLAN FOR** during the session?
 - c. In order for them to **DO** these things, what could you **SHOW/MODEL** for them and what **INFORMATION** must you need to **SHARE** with them?

- vi) **Use post-it-notes to sketch out the session order and timing**
 - a. Introduction - What's the challenge/opportunity?
 - b. Engagement – How can you engage the learners right from the start? What questions could you ask them? Could you give them a quiz?
 - c. Presentation and demonstration
 - i. Refer to change management strategies
 - ii. Show rather than tell
 - iii. If the learners remember 1 thing – what do you want it to be?
 - d. Practice and/or discussion
 - e. Ending – reinforce key learning points and ask for feedback

vii) Create your presentation slides

- a. Simple is best
- b. Use pictures and images
- c. Few words

viii) Practice the session using OTN

- a. Become comfortable switching between slide and presenter mode
- b. Make sure you are framed well and there isn't too much clutter behind you.
- c. If you have any OTN skills gaps – how can you address these?

ix) Select the date and time. Book the room and the OTN equipment

- a. What format will you use (e.g. offer the same session at 3 different times on one day or in one week? Offer to one LTCH or several?)

x) Develop and Implement a Promotional Plan

- a. Recruit sites for your pilot
- b. Use a multi-pronged marketing strategy (e.g. email, posters, in-person, announcements for team meetings, etc.)

xi) Reinforce the Learning

- a. Send an overview of key points before or after the session.
- b. During in-person visits, reinforce the learning points
- c. Build the key concepts into future learning sessions
- d. Will you do a web archive?

xii) Evaluation

- a. Self-evaluation: What went well? What will you do differently next time?
- b. Evaluation from Learners – at the end of the session you can ask what was most helpful to them, what they'd like to learn more about and suggestions they have.