My *Skill*Source
Enterprise Training *Solutions*

Tips for Effective Online Learning
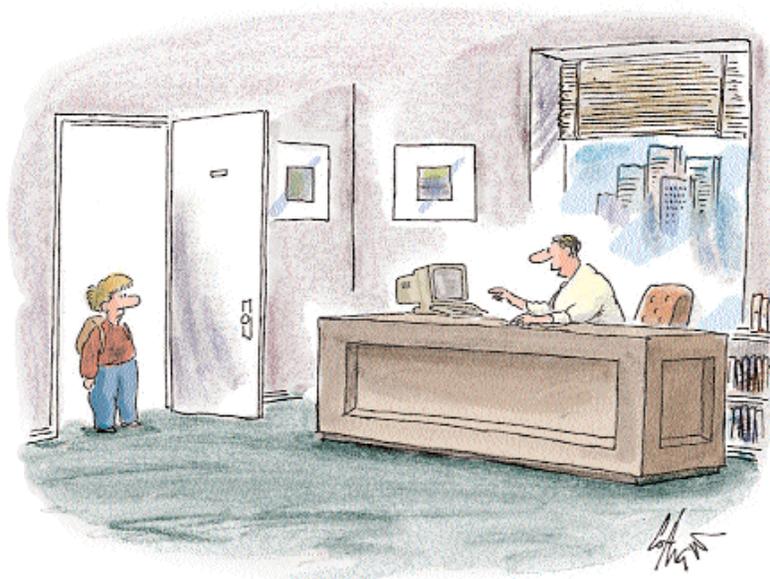
"Sorry to get you out of school this early, son, but I need your help with this computer."

Understanding Online Learning

In order to be a successful online student, it is important to understand the advantages e-Learning has to offer. Here are just a few of the key benefits you will experience as an online student:

* Convenience - learn when and where you want 24x7
* Learn at your own pace
* No traveling
* Learn in your pajamas
* Multiple ways to learn, including Instructor-led classes, Self-study courses and Digitized books

Where Does Online Learning Fit Into My Busy Schedule?

Online learning is a flexible way to learn. Think of it as a tool that you can always rely on to help you succeed on the job. Here are some tips for using SkillSource effectively:

* Bookmark your SkillSource site both at work and at home so you can return to it quickly and easily.

* Make accessing the site even easier by saving SkillSource as your homepage. This will remind and encourage you to use the site frequently.

* Schedule designated training sessions and stick to them. To help you remember these sessions, post them in your calendar or send yourself email reminders.

* Commit to focused, uninterrupted sessions; A good 20 minutes without disruption is better than an hour with distractions and phone calls!

* Be realistic - learn in small, manageable chunks of time.

* Communicate with coworkers and approach the training process together. You will be able to share experiences, give encouragement and plan training strategies together.

Please Do Not Disturb...

Let's face it; there are many potential distractions that exist in your office and at home that threaten to interrupt your learning progress. It's important to take time away from visitors, emails, and ringing phones for a little while.

* Try posting a "Do Not Disturb" sign outside your workstation. This is especially important if you don't have an office door to close (You can print out Do Not Disturb signs from our Tips For Effective Online Learning page).

* Direct phone calls to voice mail.

* Turn your e-mail alarm off and close down other applications if possible.

* Try wearing headphones to stay focused.

* Timing is everything. Try training during early or late work hours and at home.

* Take breaks to stretch and have a drink of water.

* If neccessary, retreat to a learning center or conference room that has an Internet connection. Be resourceful- you'll get out of your training time what you put into it.

* Uninterrupted learning time improves your retention rate tremendously and will reduce the amount of time spent learning.

Good Strategies Pay Off

Online learning lessons pack a lot of useful information into each segment. This lesson structure saves you time in the learning process, and you can apply what you learn immediately. Keep in mind that you can review and repeat screens and lessons whenever neccessary.

Try putting the following course features and methodologies to use from the start:

* *Take Assessments* - many courses offer preassessments that determine the key areas where you need to train. If you have some pre-existing knowledge of a subject, this is a great way to cut learning time by up to 50%.

* *Course Notepad* - take notes on steps and procedures and use them for follow-up on the job.

* Make use of the print screen feature on your keyboard or from within a course to make a copy of important course lessons.

* *Course Reference Tools* - refer to these learning aids and resources. Print out sections of digital books for off-line reference.

* *Use It Or Lose It:* Don't Wait - apply your new knowledge immediately. This accomplishes two things; It reinforces your new skill and increases productivity immediately.

Don't Deny Yourself

Isn't it a great feeling knowing that you have just completed a task? You've gained confidence and you're a more productive member of your team.

* Don't let your accomplishments go unnoticed. Email your supervisor and let them know you successfully completed a course.

* Follow through on formal certification and CEU credit.

* Print out the course completion certificates and hang them on your wall (These certificates can be accessed at the bottom of the My Course page, under Completed Courses).

* Share your successful experiences with colleagues.

Remember: Learning Is A Process, Not An Event.
Return To SkillSource Often

Being a successful online student is easy. Dedicate time to learn in a conducive learning environment. Focus on each topic, apply what you've learned, and give yourself credit for a job well done!