Action Plan for Online Learning

To get the most out of distance learning, you need to do things a bit differently than when you attend classroom training. Here are some things you should be aware of as you start your online training.

Time Management

Because you may not leave your office, or even your desk, you need to make arrangements so you can participate without interruption. Ask a colleague to screen emergency calls and direct all others to voice mail.

Participation

Just because you aren't in a classroom surrounded by others, doesn't mean you don't have to participate. Make it your goal to participate as much as you can. Try to ask questions, make analytical comments, or just offer support to others. The more you put in to your online course, the more you will get out of it.

Environment

Environment can have a huge impact on how much information you absorb. If you need complete quiet, find computer space away from your unit. If at your desk, minimize distractions. Take time to consider your environment and tailor it to your needs. Make sure that you:

- Sit in a supportive chair
- Have enough space for notebooks and papers
- Have a good source of light and ventilation
- Aren't bombarded with constant interruptions
- Make hard copies of all your online notes and assignments
- Make a folder on your computer for all your course-related work
- Check out your computer to make sure you can access the website. (Some online systems require the download of certain software)
- Complete any pre-training assignments
- Place a **Do Not Disturb** sign on your door or on the back of your chair
- Use ear phones if possible

Ask For Help

Don't remain confused if something does not make sense. Speak up if you need help or have a question. If you experience difficulties, tell the trainer so you can be directed for technical assistance.

My Learning Plan

Take a moment to think through what you will need to do in order to fully participate in this course and share your plan with your supervisor.

I will need to:

- ☐ Arrange for phone coverage
- ☐ Schedule space in the computer lab
- ☐ Arrange backup for emergencies or court appearances
- ☐ Find computer space outside of the unit
- ☐ Inform coworkers of the need for uninterrupted time and space
- ☐ Clear my calendar during course sessions
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Participant's Signature: _____

Supervisor's Signature: _____

Adapted from Learn Source.
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