# Feed Your Workforce
## Little and Often

**How many times do you get asked something that you expect the person asking to know themselves?**

**Making your knowledge available without you gives you back time to focus on the organisation's needs.**

## Why Short Courses?

We would like to think that once we have delivered an excellent learning experience to our learners, they will remember the information provided.

However in the Internet age our memories are changing. We are becoming less likely to remember things and more likely to look them up.

> "You can't teach people everything they need to know. The best you can do is position them where they can find what they need to know when they need to know it."
> - Samuel Papert, MIT

This is where a library of short courses becomes useful. Learners are able to look up the process for a specific task without having to wait for an appropriate individual to become available. This increases learner productivity and enables them to be more self sufficient while working.

By building a library of short courses you are facilitating your learners and creating a culture where information can be looked up.

Examples of common use-cases for short courses include:
- Business processes
- Software based tasks
- Industrial processes

WHY SHORT COURSES?

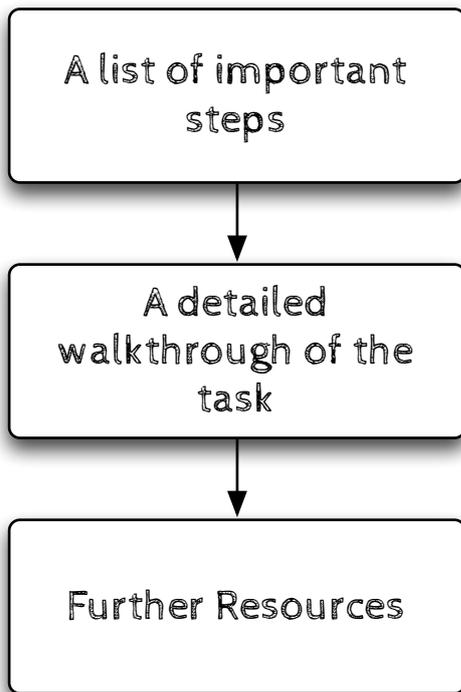WHAT SHOULD I PUT INTO THEM?

HOW SHOULD I DISTRIBUTE THEM?

TOP 5 TIPS FOR MAKING THE MOST OF YOUR SHORT COURSES

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## What Should Go Into Short Courses?

A short course should cover a single topic so that it is kept as brief and focussed as possible.

When developing a short course we like to use the template below.

```
┌─────────────────────────┐
│  A list of important    │
│        steps            │
└─────────────────────────┘
           │
           ▼
┌─────────────────────────┐
│     A detailed          │
│  walkthrough of the     │
│        task             │
└─────────────────────────┘
           │
           ▼
┌─────────────────────────┐
│   Further Resources     │
└─────────────────────────┘
```

In the first stage we are giving a simple outline of the task. The idea behind this is that it will trigger the learner's memory, and enable them to complete the task.

In offering an expanded description of the task we are giving the learner a complete walkthrough of the task. Since this short course is focussed on a single topic the learner can focus on the individual task.

Finally offering other resources gives the learner opportunities to look at relevant additional materials.

## How Should I Distribute Short Courses?

There are many ways of distributing short courses. Physical books or folders, documents on a shared drive or as e-learning courses.

**Physical Resources**
- ✔ Are portable enabling learners to take the material to where they are needed.
- ✔ Do not take over a screen so can be referred to in line with a task.
- ✖ May be expensive to produce.
- ✖ Need to be reissued as they are changed.
- ✖ May be moved or lost.

**Documents on Shared Drive**
- ✔ Can be easily shared.
- ✔ Can be updated at minimal cost.
- ✖ Learners may keep old versions.
- ✖ No reporting.
- ✖ No feedback mechanism.

**Online courses**
- ✔ Can include multimedia resources.
- ✔ Can be enabled for mobile devices.
- ✔ Can be reported on.
- ✔ Can collect feedback from learners to further improve the materials.
- ✖ May be difficult to produce.

There are many advantages to delivering your short courses as online courses. The feedback and reporting mechanisms should not be overlooked, as they can help considerably in the development of new material.

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# Dr Adam's Top 5 Tips

Creating great short courses isn't enough- you must use them! These top 5 tips should help with implementing a short course library in your organisation.

## 1: Make your courses visible!

Make everyone aware of the new courses. You might place a link on the main intranet page, put reminders out in your weekly email or put up posters in communal areas.

To make the most of your asset people need to know it exists!

## 2: Keep it up to date!

Your courses need to be kept up to date. Nothing will stop them being used quicker than a suggestion that the system is just full of old information.

Regular updates and additions will add value over time.

## 3: Encourage its use!

After you've created your material and added signposts for learners you need to encourage them to use the system. If you can get "buy in" from other team members then that's a good start.

## 4: Measurement & feedback

Monitor the uptake of the courses and review your approach to points 1-3. It can take some time for the system to take hold- don't be disheartened.

Use the feedback from learners to improve the courses and increase uptake.

## 5: Build it for mobile!

Enabling your learners to access the material from any device will help drive adoption.

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## About Prodeceo

Prodeceo is a cloud-based blended learning system developed with Learning and Development professionals in mind.

It offers a wide range of features including:
- An easy to use online course creation tool.
- Mobile enabled for great learning experiences on iPad and Android.
- Management of classroom and instructor led training sessions.
- Complete learner records in one place.
- Easy reporting.

It is the perfect tool for introducing a short course library to your organisation.

## About The Author

Dr Adam Chester is a co-founder of Prodeceo and is passionate about all areas of learning and development.

He believes that organisations of all sizes can benefit from improved training processes and is committed to helping all companies improve their learning and development strategies.

## Contact Us

If you have any questions or comments about this white paper, please contact me adam.chester@prodeceo.com

If this white paper has inspired you to begin developing your own short course library then drop us an e-mail and let us know how it goes.

If you would like to talk to us about how Prodeceo can help your organisation then call us on 0845 900 3830 or visit www.prodeceo.com

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