

Remote Learning 101

Read this before attending your learning session

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You are participating in a **Remote Learning Session**. This means that this is an opportunity to learn. As a serious learner, you intend to learn. Here are some quick and easy “Guidelines” for this session.

- **The simple and easy -- Show up; Stay Put; Stay Focused.**

#1 – Pretend you are in person. Turn off your phone. Watch, and listen.

#2 – Print out all materials, and follow along with pen in hand.

#3 – Practice good posture. (Research says that the better your posture, the better you will pay attention).

#4 – Prepare your learning space. Literally remove clutter; visual clutter; other-work-on-your-mind clutter.

#5 -- Participate fully in any on-line discussion exercises.

#6 – Pull up the session on the largest screen at your disposal. A tablet is better than a phone; a computer monitor is better than a tablet; a big-screen tv is better than a computer monitor. The bigger the screen, the easier it is to focus on the material delivered.

- **The More Challenging**

#1 – Have a conversation with another participant or two after the session is completed. You know; like you would have at the beverage break at a conference.

#2 – Write up a brief (one-page) report with these post-session thoughts:

- 1) This is a summary of what I learned – my personal takeaways
- 2) This is what I think our organization should consider from what I learned in this session
- 3) Consider sharing this with fellow participants; maybe your boss/supervisor; other people on your team.