

BEFORE THE LEARNING BEGINS

On a recent Instructional Design workshop we explored the value of sending out pre-course reading and pre-course instructions to learners. Here are some of the key ideas that were shared – interesting insights!

- Draw up a checklist of what learners should do before the training and bring to the workshop. Then send learners an SMS the day before to remind them of these important details
- Only send out pre-reading if it is short enough for your learners to read in the parking lot before training begins. Inevitably, they will forget!
- If you simply don't have time on the workshop to cover the content sent out as pre-reading, plan a quick activity based around it as part of the opening activities. Be clever and email /SMS the activity to your learners the day before training begins. With any luck, they will have read enough to contribute towards at least part of the activity.
- Make sure that you refer to the pre-reading often during the workshop and in the course material to encourage everyone to take their pre-reading assignments seriously. You may get them back on another workshop!
- If a pre-course activity is especially important, consider sending it to the learners' managers as well with a request for time for the learners to complete it.

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