Learning Burst - Planning Guide

i) Who are the target learners?

ii) What topics are of interest to them?

iii) Which ones can be covered in 15 – 20 minutes? Which ones are you comfortable with?

iv) Select 1 or 2 topics for this pilot.

v) Learning Objectives:
   a. What do the learners need to DO in their day-to-day work?
   b. In order for them to DO this what do they need to DISCUSS, PRACTICE AND/OR PLAN FOR during the session?
   c. In order for them to DO these things, what could you SHOW/MODEL for them and what INFORMATION must you need to SHARE with them?

vi) Use post-it-notes to sketch out the session order and timing
   a. Introduction - What’s the challenge/opportunity?
   b. Engagement – How can you engage the learners right from the start? What questions could you ask them? Could you give them a quiz?
   c. Presentation and demonstration
      i. Refer to change management strategies
      ii. Show rather than tell
      iii. If the learners remember 1 thing – what do you want it to be?
   d. Practice and/or discussion
   e. Ending – reinforce key learning points and ask for feedback
vii) **Create your presentation slides**
   a. Simple is best
   b. Use pictures and images
   c. Few words

viii) **Practice the session using OTN**
   a. Become comfortable switching between slide and presentor mode
   b. Make sure you are framed well and there isn’t too much clutter behind you.
   c. If you have any OTN skills gaps – how can you address these?

ix) **Select the date and time. Book the room and the OTN equipment**
   a. What format will you use (e.g. offer the same session at 3 different times on one day or in one week? Offer to one LTCH or several?)

x) **Develop and Implement a Promotional Plan**
   a. Recruit sites for your pilot
   b. Use a multi-pronged marketing strategy (e.g. email, posters, in-person, announcements for team meetings, etc.)

xi) **Reinforce the Learning**
   a. Send an overview of key points before or after the session.
   b. During in-person visits, reinforce the learning points
   c. Build the key concepts into future learning sessions
   d. Will you do a web archive?

xii) **Evaluation**
   a. Self-evaluation: What went well? What will you do differently next time?
   b. Evaluation from Learners – at the end of the session you can ask what was most helpful to them, what they’d like to learn more about and suggestions they have.