



# Microlearning In Your Training Framework

**A How-To Guide**

# About the Author

---



**Mr. Reza Pazhoheshnia**  
**Chief Executive Officer of**  
**Star IT Euro Ltd.**

This eBook is based on Mr. Reza Pazhoheshnia 4-part **Digital Learning On-demand Webinar**.

Reza is Owner and Chief Executive Officer of Star IT Euro. He collaborates with the team self in UK to create highly-interactive and engaging learning solutions.

Reza are content designer and developer with over 15+ years of experience working with more than 10700 hours of e-Learning productions in e-Learning sector. Expert and highly familiar with e-Learning developer, Content instructional design, LMS, SCORM, ADDIE, e-Learning designer, e-Learning project management, Blended learning and Online training.



# Table of Contents

Page No:

<b>Introduction</b>	<b>2</b>
What is Microlearning?	5
What Microlearning is NOT...	6
How to Fit Microlearning in Your Training Framework?	7
Key Benefits of Microlearning	9
Types of Microlearning Assets	11
Microlearning in a Strategic Learning Framework	17
<b>Conclusion</b>	<b>18</b>



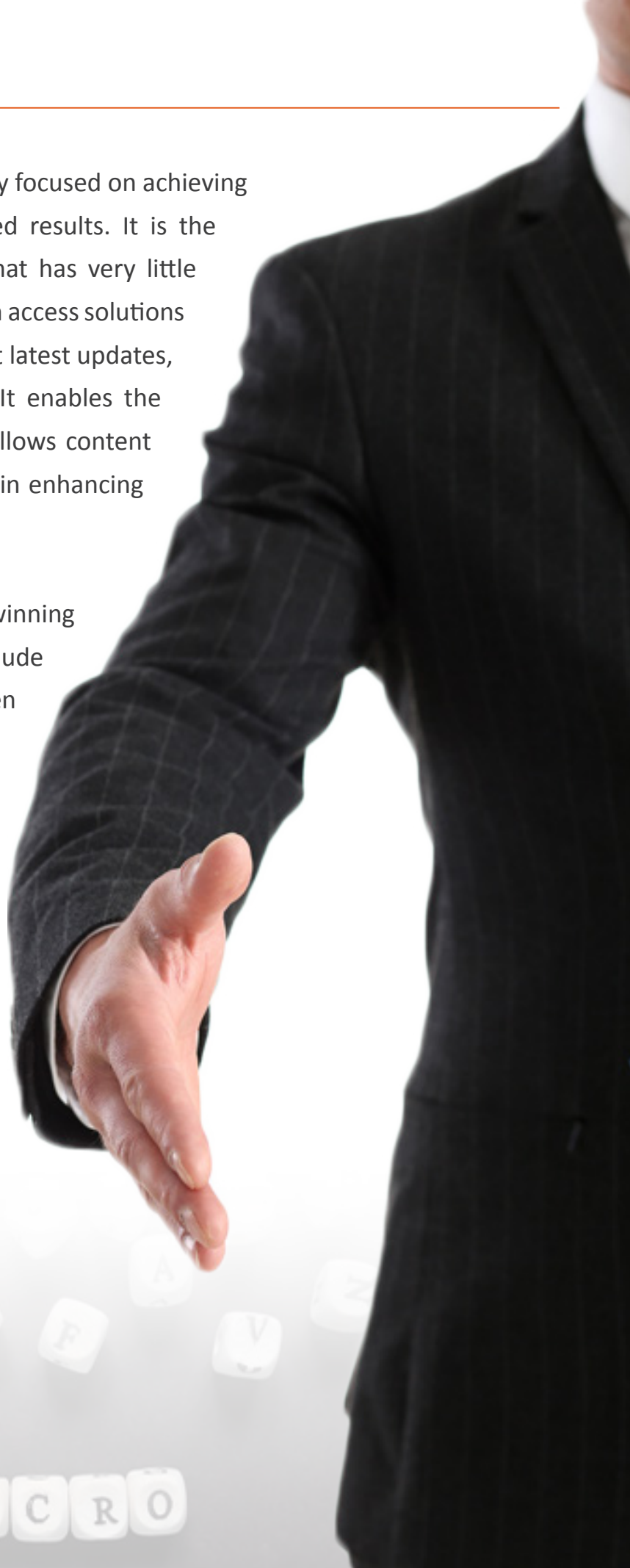
# Introduction

---

Microlearning is a holistic learning strategy focused on achieving specific, actionable, performance-oriented results. It is the perfect solution for today's workforce that has very little time to devote to learning, as it helps them access solutions to problems right at the point of need, get latest updates, offers performance support, and more. It enables the faster achievement of business results, allows content to be repurposed, and has a role to play in enhancing employee motivation and loyalty.

Adopting microlearning is therefore a winning proposition and organizations should include it in their training framework. Given their brevity and engaging formats, microlearning assets can be integrated with blended solutions to maximize training effectiveness.

So, what exactly is microlearning?  
This eBook is the perfect place to know; debunk common myths and learn how it can be used in various stages of the learning framework.







# Where Does Microlearning Fit in Your Learning Strategy?



## Take a Minute – What Do You Think Microlearning Is?

01

The perfect, quick solution to all training needs

02

A fad that'll pass quickly

03

The only form of training millennials will ever accept

04

A clever way to slice and dice content

05

A useful concept in your strategic learning arsenal

In a survey conducted, **64%** of respondents said ***microlearning is a useful concept in the learning arsenal***, while 21% said it's a clever way to slice and dice content.

It's very interesting that the option 'A fad that'll pass quickly' had absolutely no takers. Yes, microlearning has been part of training and instructional design for many years, and has now become an integral part of the training toolkit.





## What is Microlearning?

Microlearning can be defined as a flexible learning approach that can be used in a variety of ways to enhance individual and organizational performance.

Key components of the definition:

- 1**      **Micro = small and focused**
- 2**      **Learning = acquisition of new knowledge, skills, and abilities**
- 3**      **Performance = generating desired results**

Learning designers need to have a detailed conversation with stakeholders on the performance that is to be accomplished through the microlearning initiative.







## What Microlearning is NOT...

### Microlearning is **NOT**...

- A new concept: The idea of using small focused “nuggets” and weaving them in the overall training strategy has been around for a long time
- Limited to a fixed time period (only 1, 2, or 5 minutes): It depends on the content and objective
- Just one format (video, in particular)
- Appropriate to every situation (task)
- Simply chopping content into small pieces
- To be confused with performance support: Performance support is applied on the job, whereas microlearning supports learning, that is later transferred to the job
- A single “one-dose” solution: in most cases, it’s part of an array of learning solutions

*You wouldn't want your airplane pilot to watch one 2-min video and then attempt an emergency landing!*



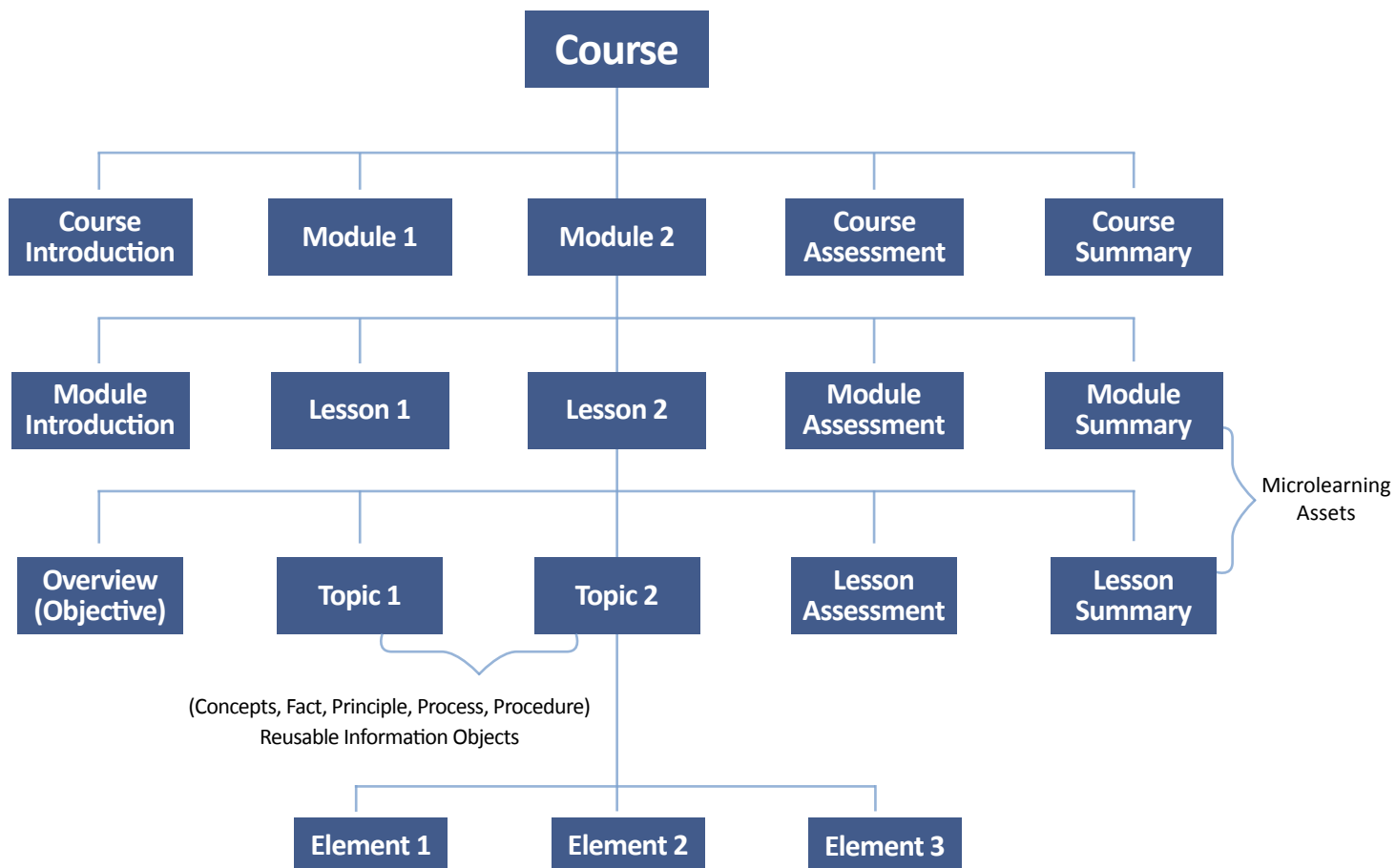




## How to Fit Microlearning in Your Training Framework?

Microlearning yields the best results when it is incorporated in the overall training strategy. So, no matter which training content you are developing – classroom training or e-learning, it is important to plan for the potential and scope of microlearning.

Consider an example course curriculum:



Based on the complexity of the course, ***each lesson or topic*** within a lesson can be delivered as microlearning assets, which can be accessed independently, based on the performance-based learning objective.

Microlearning can also be part of the ***'flipped classroom'*** where learners go through the basics of a topic online, and attend classroom sessions for practice and detailed analyses with experts. For example, sales reps can go through the dos and don'ts of engaging in conversations with customers as an infographic and practice the same through role-plays in a classroom.

Microlearning assets are also one of the optimal ways to gather ***user-generated content***. Individuals are now turning 'prosumers' of content – producers and consumers (Toffler, 1980; Bowman & Willis, 2003; Kuhlmann & Sauter, 2008).

Along with blogs, wikis, and social media messages, smartphones have now made it easy for employees to capture a piece of learning and share it with the larger community.





## Key Benefits of Microlearning

### For the individual (learner), microlearning:

- Provides immediate, relevant value: If designed right, it is going to make an impact right away
- Is targeted, concise, convenient, and time-efficient
- Gets learners in and out (speed): *Learners can learn something quickly and apply it to the job at hand*
- Is personal, flexible, adaptive, and learner-centric
- Fosters knowledge encoding, retention, retrieval, application, and transfer
- Is engaging, immersive, and offers variety
- Promotes self-sufficiency (70/20/10): *70% of training and development is supposed to be the responsibility of the individual that microlearning solutions can help with*
- Is easily accessible
- Allows for immediate feedback, a sense of accomplishment and achievement
- Facilitates collaboration, contributions (learner sourcing), and sharing









# Types of Microlearning Assets

Microlearning is not just videos or infographics. Microlearning assets can be configured in a variety of interesting formats, depending on their function. Popular forms (or types) of microlearning include:

## 1. Animations



## 2. GIFs



### 3. Interactive Resources

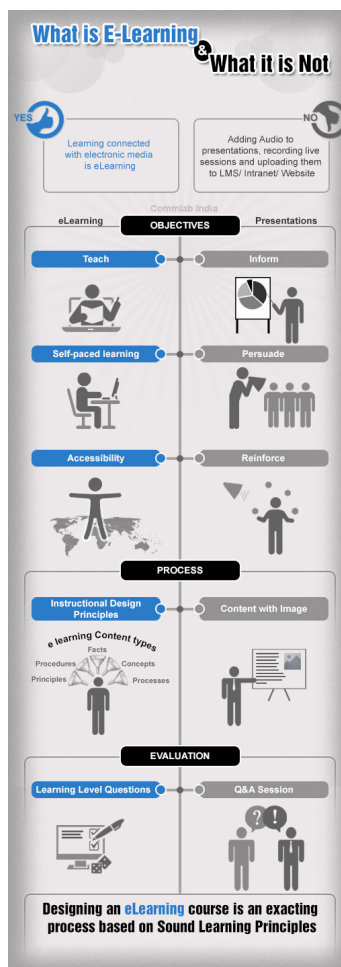
#### Training & Trainees

Scroll through the page and click each hotspot to learn more.



Scroll

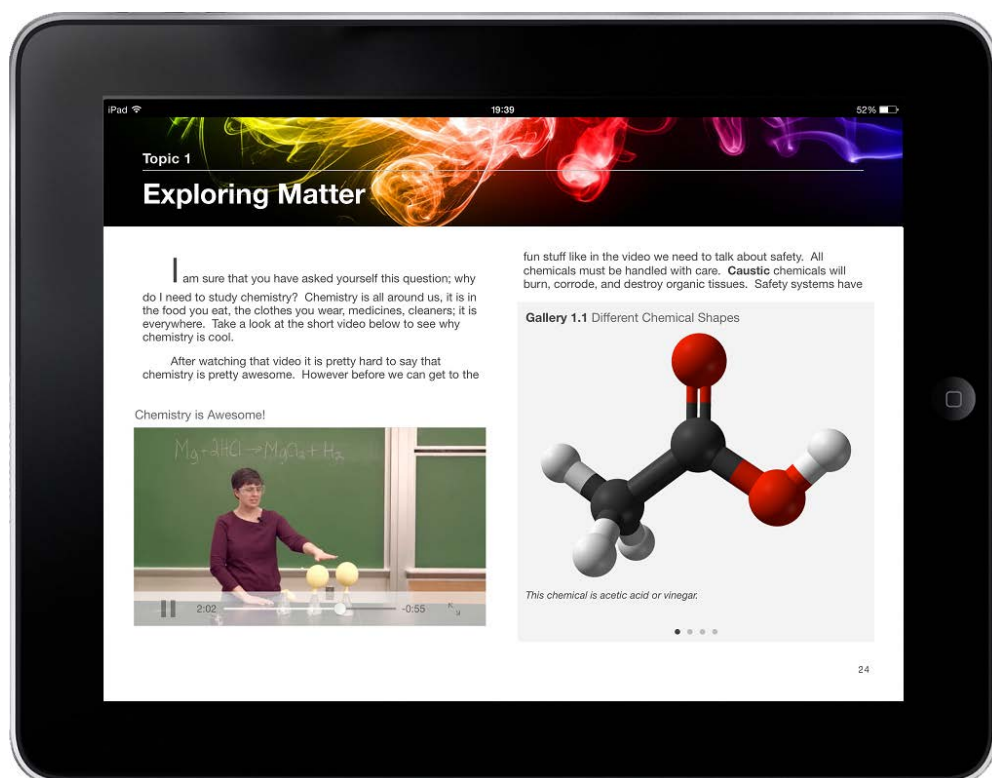
### 4. Infographics



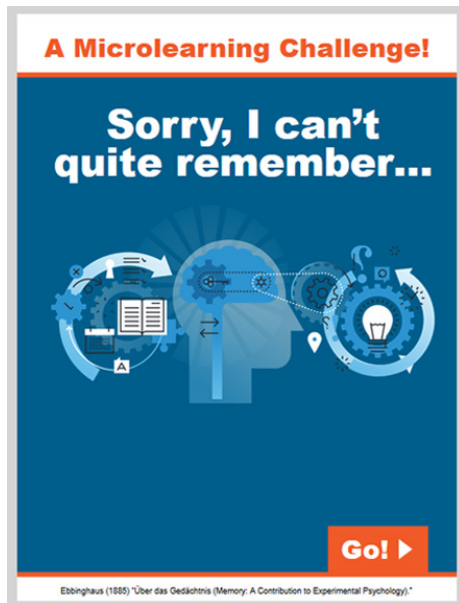
## 5. Simulations



## 6. digiBooks



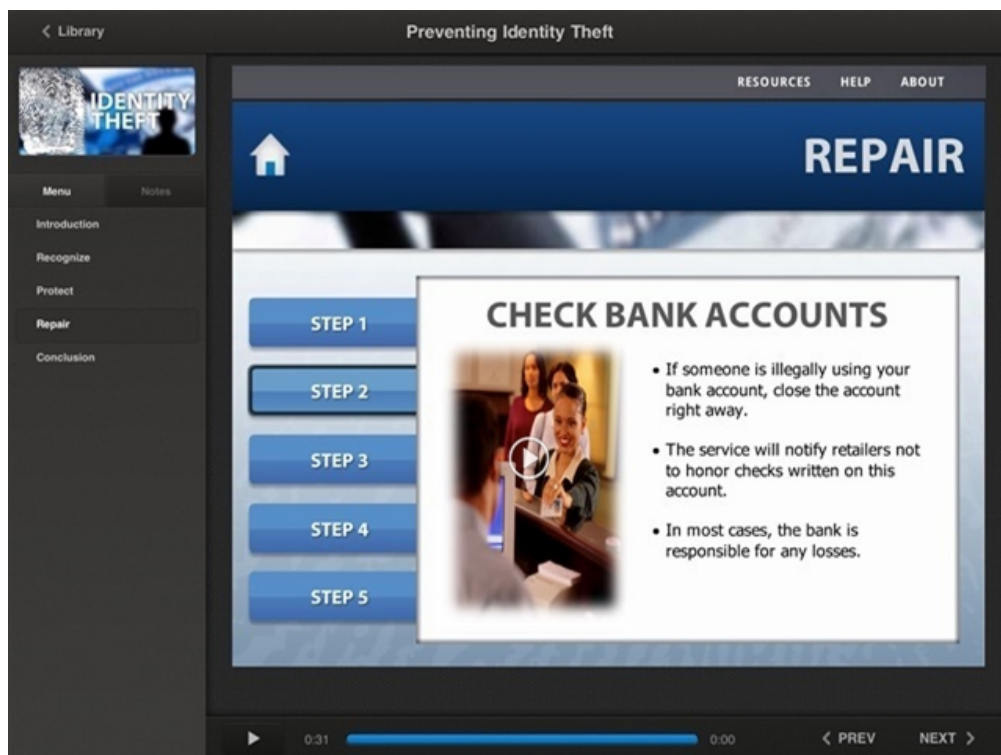
## 7. Quizzes



## 8. Mobile Apps



## 9. Flipbooks

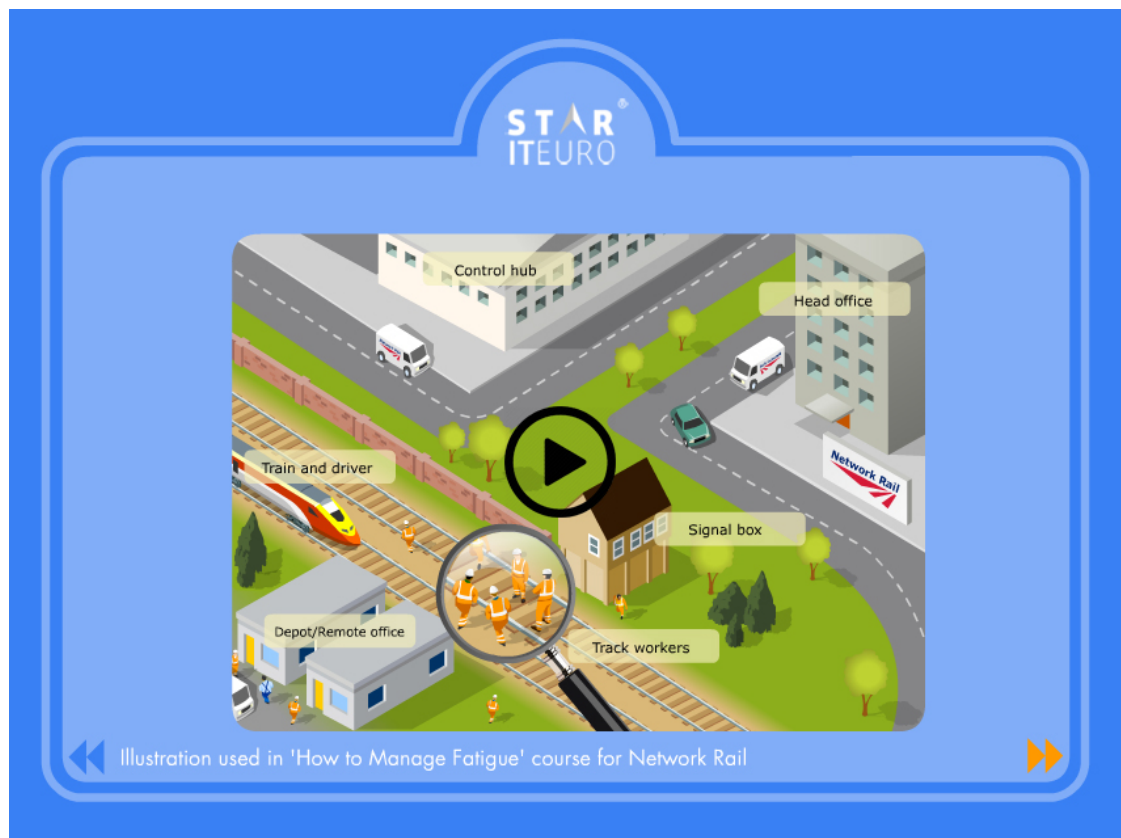




## 10. Games



## 11. Videos

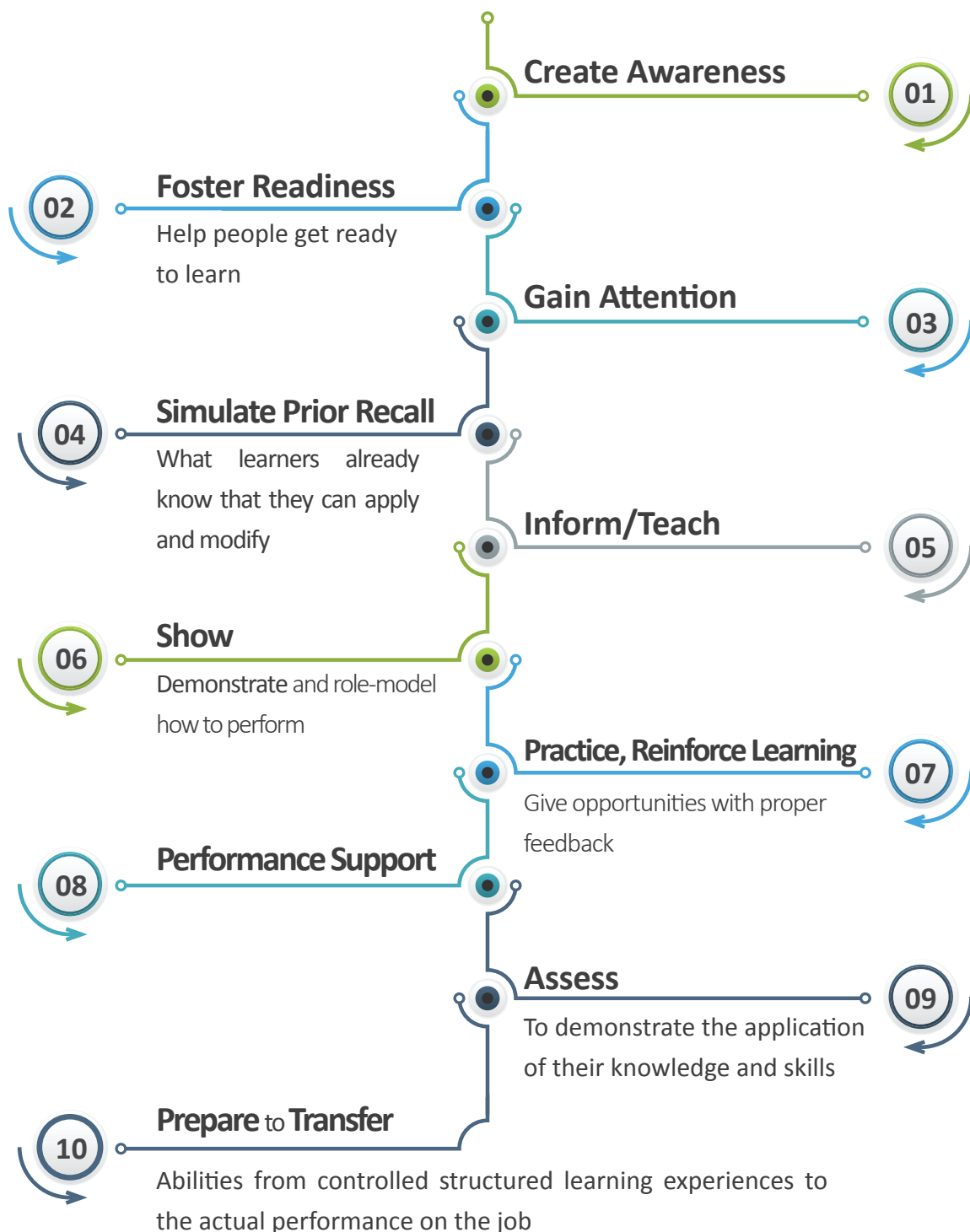


## 12. Whiteboard Animations



## Microlearning in a Strategic Learning Framework

Let's look at a simple model of how microlearning helps learners in the overall learning framework.



When learners are back on the job, we can use microlearning assets to offer **ongoing coaching**. There are different forms of **assessments** to check if learning has impacted the results as desired. We can **refresh** and **refine** with the more assessments. Encourage the collaborative way of **sharing** best practices, lessons learned, and other learning with the community.

## Conclusion

Given the flexibility of microlearning to plug the gaps in your training framework and its engaging formats, understand how it can benefit you before getting started.

Steps to help decide the function of microlearning:

1. Engage your stakeholders in a conversation and ask them for the desired organizational results.
2. This translates to the desired performance, which is quantified using a performance-based objective.
3. Consider the conditions under which the performance must take place, and the criteria for performance.
4. Determine the form of the microlearning asset.

Remember, the ***form of microlearning always follows the function!***





# Appendix

## A Checklist to Focus the Function of Microlearning

Step	Result
1. What are the desired organizational results from this training?	
2. What are the results specific to individual job functions, that'll help achieve these organizational results?	
3. What is the performance-based learning objective for the microlearning asset?	
4. What is the instructional strategy?	
5. What is the appropriate form of microlearning?	





## About Star IT Euro Ltd.

The Star IT Euro is producer on e-Learning products, solutions and services, develops digital learning content, courseware, digiBook (Interactive Book), digiBrochure (Interactive Brochure) and IT Training and Education services. The Star IT Euro was formed in England (the main office) and Turkey (the Middle East office). Star IT Euro has over 15 years of experience working with more than 10700 hours of e-Learning productions, digital learning content developments, courseware, digiBooks and IT Training for more than 55 clients in Europe and in the Middle East and our team are specialised in wide range of e-Learning, digiBooks, digiBrochures and IT targeting with the aim of providing Information Technology development targeting all of the educational sectors with offering solutions, services and products to all countries around the world. Star IT Euro can help you tap into this repository by creating custom e-Content based on your training needs. Custom e-Content is designed to meet the specific learning objectives defined by any educational center, company or organisation.



Our resources are responsive - view them on your preferred device.