



CommLab India®
Rapid eLearning Solutions



© 2023 Howard B. Lewis, Ph.D., CPT

Microlearning Guide

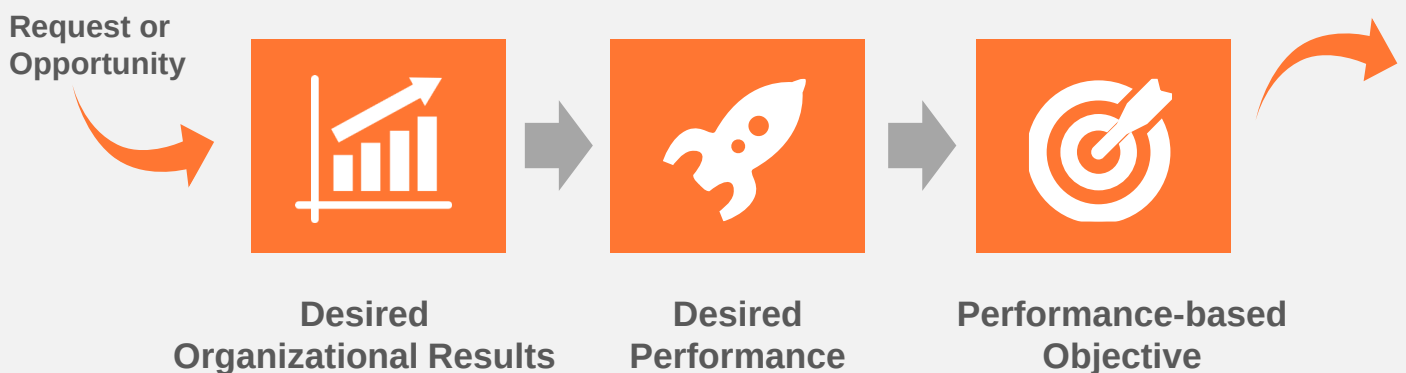
Review each statement and place a checkmark in the appropriate column for each.

Microlearning Is	Microlearning Is NOT	Statement
		A new concept
		Designed to help learners achieve 1 learning objective at a time
		Appropriate to every task
		Provides concise, specific information
		Accessible on mobiles – smartphones, mobiles, iPads
		A fixed time period
		Very short – usually less than 8 or 9 minutes
		Just one format (video, in particular)
		Suitable for different stages of the learning lifecycle
		Simply chopping up content into small pieces
		A single “one-dose” solution

Microlearning usually comes about through one of two ways:

- A request (in the form of a statement from a stakeholder).
- An opportunity to increase impact (for example, by providing an array of solutions within a strategic learning strategy to better drive and sustain performance).

Microlearning = Short and focused on one objective.



- “I need something simple and fast to help _____.”
- You see an opportunity to increase your impact!

Discovery questions for the 3 stages.



Desired Organizational Results



Desired Performance



Performance-based Objective

- What are your desired organizational results?
 - How will this solution help your organization?
 - How will this solution contribute to your organizational goals?
 - What Key Performance Indicators (KPIs) or metrics are relevant?
 - What impact do you expect?
 - This solution will be successful if...?
- What do people have to do to achieve your desired organizational results?
 - What would you like for people to do more efficiently, effectively?
 - What does a top performer do?
 - How would you describe proficiency?
 - What would you like to see people doing more or less?
 - What performance can be improved?
- What specific task should be the focus?
 - What would be a critical task to improve proficiency?
 - What should we address first?
 - What knowledge would enable your people to improve their performance?
 - How frequently is the task performed; how important is it relative to other tasks; how hard is it to learn; and how much risk?

Discuss with SMEs and stakeholders for insights that help you determine whether a microlearning solution can add value.

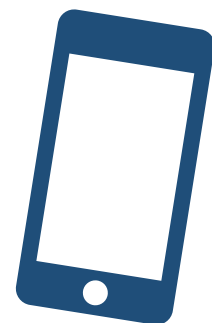
For each job task, ask the following:

- What is the frequency (daily, weekly, monthly, annually)?
- How important is this task relative to the other job responsibilities?
- How easy or difficult is it to learn how to perform that task?
- What is the risk associated with not performing to standard?



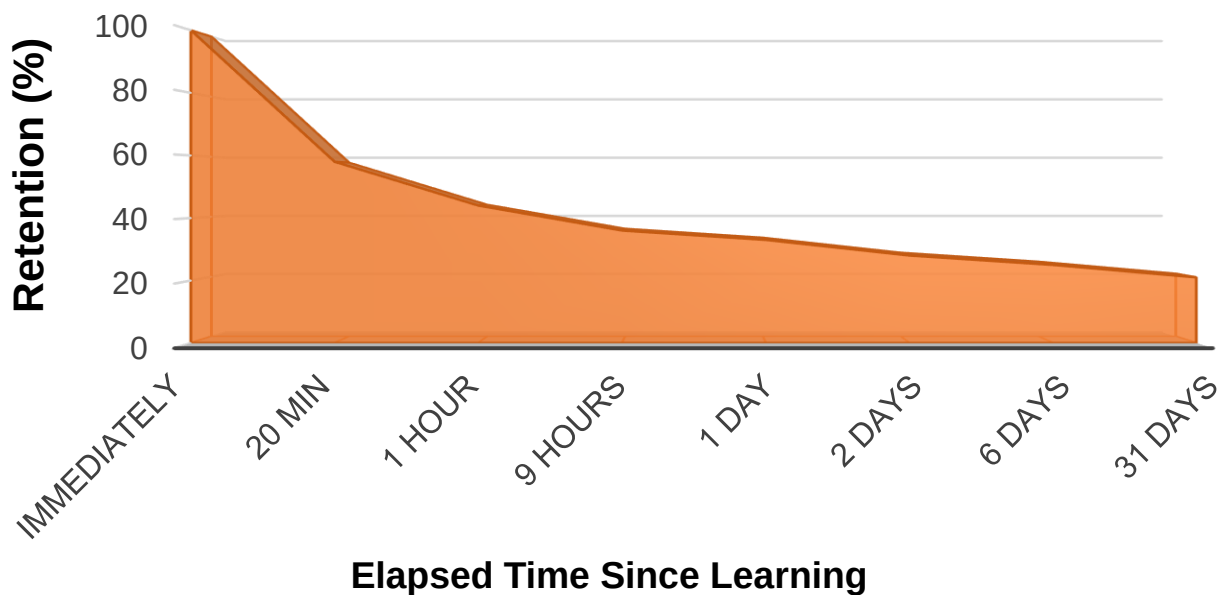
For microlearning:

- Frequency could be high or low
- Importance could be high or low
- Learning should restively easy
- Risk should be low



The “Ebbinghaus Forgetting Curve” shows us just how quickly information or knowledge stored within our memory is lost over time... particularly if there is no attempt to retain it.

Microlearning dramatically improves our ability to retain, retrieve, and apply knowledge.



Example

Our client wanted an eLearning program to meet an annual training requirement for their wait staff.

We created a highly-interactive and engaging eLearning program.

In addition, we developed several quick references that focused on enabling knowledge: facts, concepts, principles and processes.



Example

A simple framework helped us create an array of learning experiences and significantly increase the impact on performance and organizational results.

We used microlearning before, during and after training to overcome the forgetting curve.

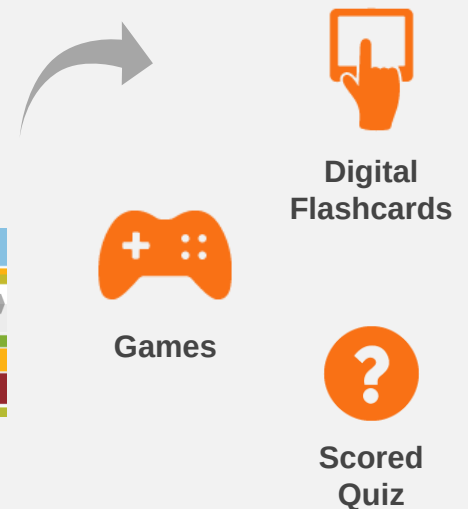
Before

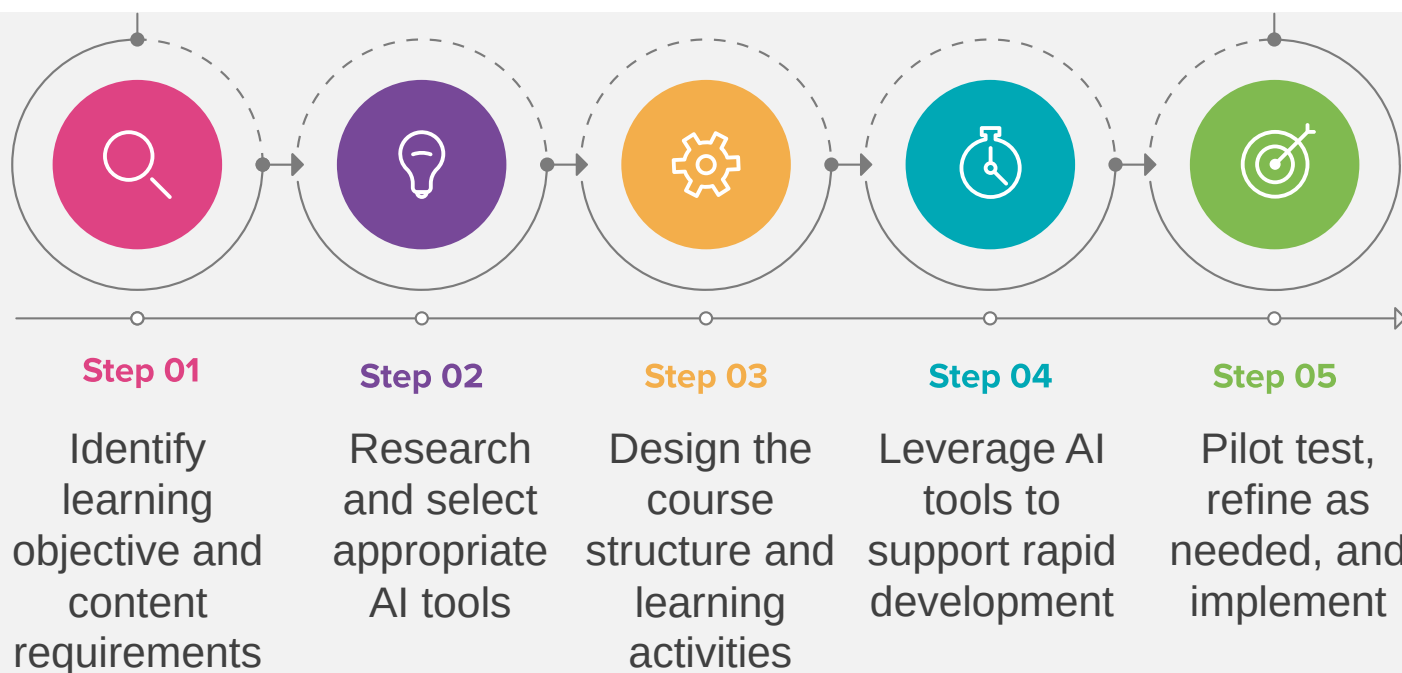


During



After





Images/Graphics Creation	Games	Quizzes	Translation Tools
Midjourney Adobe Sensei Images.AI DALL-E Fotor Canva	Leonardi.ai Ludo.ai Inworld AI Charisma	Quizbot Quizgecko Quillionz Neuroflash PrepAI	Google Translate DeepL Alexa Translations Bing Microsoft Translator Amazon Translate
Video Development		Voice Generators	Transcription Tools
Synthesia Vyond Go Createstudio Kaiber InVideo Wave.video	Lumen5 Movio.la Yepic Colossyan VEED.IO Pictory Designs.a	Murf AI Speechify Play.ht Resemble AI Listenr Descript Amazon Polly LOVO Studio IBM Watson	Otter.ai Rev.com Sonix Fireflies.ai Trint



ACCESS VALUABLE RESOURCES

eBook on the
A-Z of
microlearning



Checklists to
work along
with your
team

Game template
that can be
customized with
your content



Download Kit

1

Boost employee engagement & performance with quick, in-the-flow-of-work learning challenges.

2

Make job-critical information stick.

3

Measure training ROI & refine programs with robust analytics.

4

Identify skills & knowledge gaps that could put the business at risk.

5

Enhance your LMS & existing learning ecosystem with knowledge reinforcement & actionable data.

[Request Demo](#)

Connect with Us



Reach out to us with your microlearning needs.



CommLab India[®]
Rapid eLearning Solutions

www.commlabindia.com/contact