



How to Leverage Online Modules

A guide for HR and CI departments



There are many ways...

- Below we share several methods for engaging a team in continuous improvement by building upon online modules...



1. Pre-work Online Modules + Instructor-led Workshop:

- **Week 1:** Participants complete online modules on foundational concepts and theory.
- **Week 2:** Participants attend an instructor-led workshop to discuss and apply the knowledge gained from the online modules. The workshop includes group discussions, case studies, and interactive activities.



2. Online Self-paced Modules + Virtual Instructor-led Sessions:

- **Weeks 1-3:** Participants complete self-paced online modules covering various topics.
- **Week 4:** Participants attend virtual instructor-led sessions where they can clarify doubts, engage in discussions, and work on collaborative projects. These sessions provide an opportunity for deeper understanding and application of the learned concepts to their own work.



3. Online Modules + Onsite Training :

- **Weeks 1-2:** Participants complete online modules to gain foundational knowledge and skills.
- **Week 3:** Participants attend an onsite training session at a company location. The session includes hands-on activities, simulations, role plays, and group exercises, allowing participants to practice and apply what they learned online to their own work.



4. Online Modules + Coaching/Mentoring Sessions:

- **Weeks 1-4:** Participants complete online modules at their own pace.
- **Weeks 5-8:** Participants engage in coaching or mentoring sessions with subject matter experts or senior leaders to discuss specific challenges, receive guidance, and develop action plans based on the knowledge gained from the online modules.

5. Prefer a something bite-sized? Here's a weekly PDCA model:

	Day	Major Step	Key Points
P	Monday	Engage in a 15-minute microlearning lesson	Ask others clarifying questions as needed
	Tuesday	Reflect on previous day's lesson and application	Use a learning journal (online or physical) to reflection on how the lesson could apply to your area of work
	Wednesday	Discuss lesson with a coworker or peer	Can do this at a team huddle, catered lunch, or online messaging system
D	Thursday	Apply learnings to a specific task or process	Experiment—learn from failures; share successes
C A	Friday	Evaluate results and plan for adjustments	



Remember...

- There are several ways to build upon online learning modules.
- In all cases, leaders should follow-up with learners to facilitate the transfer of their *learning* to their *work*.