

Checklist: Creating Exceptional Employee Training Experiences

KEY STRATEGY	ACTION(S) TAKEN
Break learning into bite-sized chunks Design training in microlearning modules with clear objectives and outcomes. This approach helps in building specific skills and understanding complex topics.	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Make learning participation easy and accessible Ensure that learning materials are accessible and user-friendly. Use mobile-friendly platforms and provide clear instructions and support to facilitate easy participation.	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Show learners how the information can be applied Use real-life examples and role-playing exercises to demonstrate the practical application of training content. Provide just-in-time resources like job aids and encourage sharing of personal experiences.	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>
Allow employees to personalize their learning experiences Use AI learning software to enable employees to create custom learning paths based on their roles and interests, making the learning experience more engaging and meaningful.	<input type="checkbox"/>
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