



Knowledge
anywhere



Remote Learning Implementation Guide



Sometimes, an unexpected occurrence makes it difficult to work in-office. Don't let it stop your productivity or impact your career! Instead, use your remote work to your advantage with this virtual plan that will allow you to continue your work, wherever you are, whenever you need it.

This effective learn-from-anywhere plan is designed to help navigate training remotely, making it easier to onboard, train, or check up on workers with descriptions of how to work remote, as well as an implementation checklist.

Ready, Set, Go!

If you don't have a training system in place, make the move!

The covid-19 pandemic served as a very clear wake-up call - if you don't have a plan for how to work remotely or how to train from anywhere, you need one! Having a versatile online training platform helps keep your company's approach to training agile and ready to meet your employees where they are.

Because of the uncertainty that comes with bad times, it's understandable that organizations are hesitant to implement new systems during the height of a crisis. Here's two reasons why companies need to make the move:

1. Online training systems can help during a crisis.

When heading into tough financial times, it's an easy, automatic response to want to tighten the purse strings and save money. While this approach is understandable, it's important to cut the fat, and not the meat. Invest in products and people that will allow your business to thrive long-term. For example, it wouldn't make sense to short-change the sales team, since that department is the most likely to bring in money to your organization. Similarly, eLearning can cut costs, connect you with workers, and train workers effectively, so they can be the most productive employees possible.

2. It's never too early to prepare for the next problem.

Buying a training solution during a crisis is the equivalent of buying a fire extinguisher during the fire; one should already be set up and in place before an emergency hits. As a Harvard Business Review article states, "Covid-19 is not a one-off challenge." While we can't predict the next big thing, events like these highlight the importance of remote learning and online training. Make the move to a comprehensive learning solution, such as a [Learning Management System \(LMS\)](#).

It's imperative you do your homework before choosing a system, and make sure you choose one that's right for you. [Ask key questions during demos](#) and prioritize systems that are known for great customer service, no matter what is happening in the world.

Stock up on content and courses

It's the same reasons schools have emergency exit plans, boats have life vests, and storm cellars have supplies - although it sounds dramatic, you need to create a similar preparation plan, in case you cannot work in-office. If you provide training in your organization, cover your bases and stock your eLearning pantry with plenty of resources. Ensure you have enough courses within your training system to keep your learners productive. These could include sales training, product training, compliance training, or safety courses.

There are a few ways to start creating courses. These could include:

1. Building your own courses.

Pros: Creating your own classes can provide lots of freedom. It allows trainers to address specific company needs while increasing management engagement, instead of outsourcing it to a third-party company.

Whether you realize it or not, [you may already have content that you can translate into a buildable course](#). A few examples:

- Upload PDFs and documents you're already using
- Record live lectures and classes
- Record all webinars and online classes

Although doing it yourself may sound intimidating, it's not! [Scormify](#) is a simple tool that instantaneously converts learning objects, such as PDFs, PowerPoints, and videos, into SCORM compliant eLearning materials. It's quick, inexpensive, and invaluable to anyone looking to create their own courses.

2. Purchasing custom courses.

Pros: There are a few advantages of buying a course; they align with company values, target audience needs, and continuously update themselves. Of course, when you purchase a course, it also ensures a professional approach, so you can let the experts design for you while you can continue working on your own job.

To know whether you should build or buy courses, check out [this helpful article](#).

Check system access

Make sure all learners know which versions and devices work best with your personal online training system - depending on the provider you use, this answer will change! By knowing your own system, you can prevent technical issues before they arise. Similarly, make sure you use [internal marketing](#) to alert all employees about the training, as well as remind them to use their correct accounts, logins, and passwords.

Set clear goals

Accountability is key, and working remotely does not mean a free vacation. However, nobody wants to be micromanaged. To keep everyone honest while working virtually, it's helpful to define clear and [SMART goals](#). Within a training program, this includes:

Deadlines: These can be set up in your LMS by an Administrator, and will make certain that learners know what is expected when. With this time management tool, you'll be able to clearly define duties and stay on top of your work.

Training Accolades & End Points: Even long distance, Admins can reward good behavior and Learners can show off accomplishments. Certificates and badges are highly valuable in this aspect - not only is it a validation of work well done, it's also an achievement given to learners who have completed their tasks. Utilizing these features encourages indirect communication within an LMS and gives a virtual pat on the back. When away from the office, a sense of accomplishment can help employees tremendously but reinforcing good work and reminding them someone is watching.

Track usage with analytics and data

Keep track of all learners, regardless of when and where they work with up-to-date [analytics and data](#). Depending on the system you use, this could include in depth knowledge of who's completed which course, the number of users, the course hours completed, geolocation, and more! From there, administrators can choose to automate processes or continuously optimize their organization by using the obtained data to achieve company goals, whether that be increased engagement, employee satisfaction and retention, growth, or a safer workplace.

Communicate with co-workers

Once you decide to work remotely, it is imperative to communicate with others you work with. This starts with letting everyone know:

- A home phone or mobile phone number you can be reached at
- Which email address you check most often
- What your new working hours will be, or when you'll be offline

If your organization has Slack, make sure you notify when you're at lunch or away from your keyboard (AFK), and block off time on your calendar for when you're not working. Even if no one reaches out during that time, this improves credibility and ensures others that you are working the rest of the time.

During tough times, teammates understand if something comes up. Remote work can have its own distractions – simply make sure to check in with others and let them know what's happening. It will bode much better than the alternative of silent waiting.

The future of training

Even before the respond to the coronavirus, companies were increasingly favoring remote and telecommute options. It's the reality of the moment: online platforms are what works best for most employees and their current remote-friendly setup. This global pandemic encourages companies to get creative and problem solve how they handle training and online work. Thankfully, an eLearning system enables them to do both. There are many reasons you may want to work from home, including sickness, family responsibilities, long commutes, or other external factors. Whatever your reason, you can find a solution.

Remote Learning Checklist



Research and find an online learning platform that can customize your training plan to fit your company goals



Stock up on online courses, whether you use course development services or create your own using a SCORM conversion tool



Make sure you know how all users can access your learning system, and communicate it to all parties



Set up definitive goals with specific deadlines



Track usage with analytics and data



Communicate with workers about how they can reach you and when you will be reachable

