

## Remote Learning Checklist

In these uncertain times, prepare yourself by checking off your progress, as you create a [remote learning plan](#).



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, Make sure you track these goals by keeping an eye on online usage, sending [quick quizzes](#) to learners, checking on training accolades, or looking at courses with end points and assessments.



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