

# Converting Lengthy eLearning to Micro Modules?

## 5 Quick Tips to Show How

Micro modules provides just the right information needed to achieve a specific objective. If your organization is planning to convert lengthy eLearning modules to micro ones, this infographic shows you how.

### Identifying Training Objectives

- Identify the main purpose of introducing the modular approach in training
- Is it to
  - i. Facilitate behavioral training
  - ii. Address skill-based training
  - iii. Disperse concepts

### Evaluating Existing Lengthy Modules

- Narrow down on 'need-to-know' content and cut down the fluff
- Identify the content or topic that can be presented in Microlearning format
- Doing so reduces length and presents content in more effective ways, e.g., videos, infographics etc.

### Choosing the Right Authoring Tool

- Critical for effective migration of lengthy eLearning to micro modules
- For mobile-compatible micro modules, pick an authoring that supports HTML5 output
- For instance, you can pick from authoring tools such as:
  - i. Articulate Storyline
  - ii. Adobe Captivate
  - iii. Lectora Inspire
  - iv. iSpring

### Presenting Information in Short Segments

- Busy employees are more likely to complete a 10 minutes micro module than a 3-hour course
- This implies sticking to one learning objective per module
- Lengthy sentences in eLearning can be edited to make them crisp and short. How?
  - i. Deleting less important lines or even paragraphs
  - ii. Conveying the gist of paragraphs
  - iii. Excluding 'nice-to-know' information
  - iv. Offering links to resources for additional information

### Developing Micro Modules

- As a stakeholder, you need to be involved in the development process too
- Provide inputs on what works well and what doesn't for your employees
- Do a thorough review and provide timely feedback, helping developers meet your training needs
- Some Microlearning formats to use are- infographics, videos, flow-charts, animations and much more