



Creating Space for Online Learning

May 18, 2018



Learning Objectives

By the end of the webinar, you should be able to:

- ☐ Describe the importance of connecting individual professional learning to organizational goals.
- ☐ List at least three ways to immediately begin incorporating online learning into daily work routines.
- ☐ Overcome common obstacles to effective online learning
- ☐ Identify resources for online learning



Type your
response in the
question area

Why did you sign up?
What do want to learn?

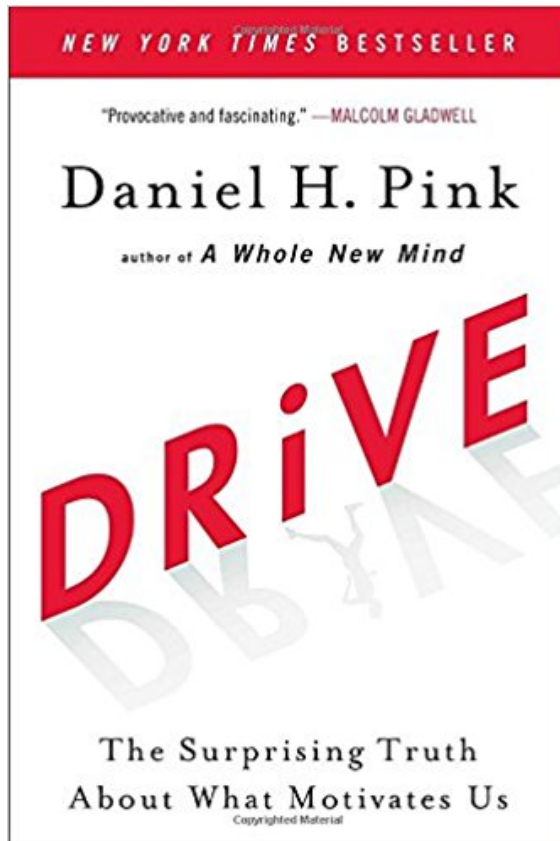


1st Section – Workplace Learning and Its Role in Fulfilling Your Library's Mission



Describe the importance of connecting individual professional learning to organizational goals.

- Online Learning Motivation
- Making Learning a Library Priority
- Modern Learners



Pre-work Recap



People are motivated by:

- **Autonomy:** People want to have control over their work/lives.
- **Mastery:** People want to get better at what they do.
- **Purpose:** People want to make a contribution to something larger than themselves.
- **Relationships:** People need personal connections.

How can you help meet these needs?

Incorporate Learning as a Library Priority

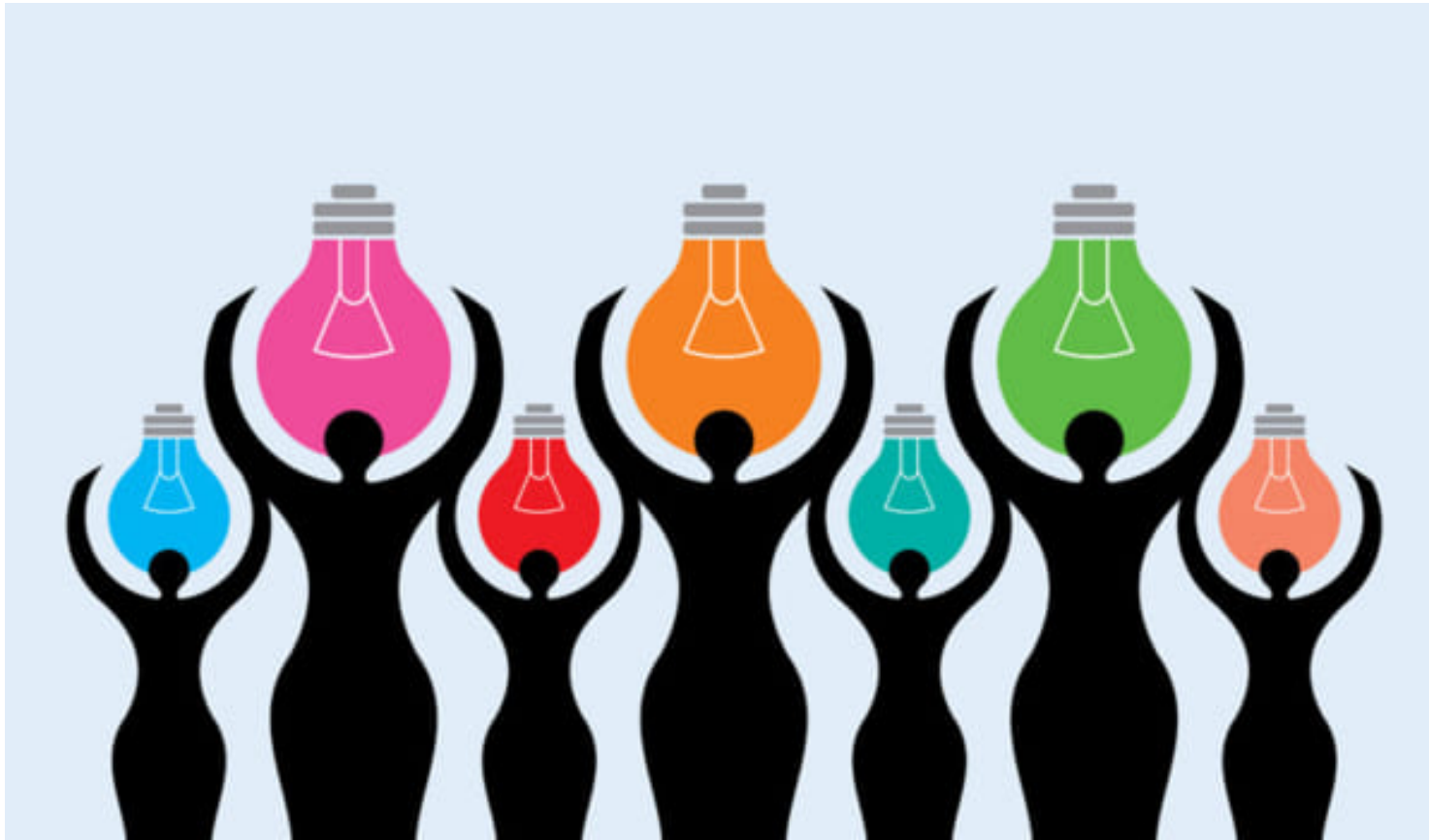
- Connect to library mission
- Incorporate into plans and assessments
- Create a culture of learning





Create a culture of learning

- Empower library staff through professional development and support--part of every job
- Maintain an **organized** staff development program with purposeful training plans and formalized expectations
- Support learning with funding and time
- Advocate and communicate the value of library training; buy-in from leadership and staff
- Emphasis on informal learning



Learning Culture Benefits

- Staff are motivated to seek learning opportunities
- Greater retention and application of new skills and knowledge
- Staff have more confidence; empowered
- Staff understand the need for change
- Staff work together toward common goals



- Staff Development Plan
- Competencies
- Self-Directed Learning Program
- Personal Learning Plan
- Onboarding and Annual Reviews

Plan for Your Library
Learning

MEET THE MODERN LEARNER

As training moves to more digital formats, it's colliding with new realities in learners' jobs, behaviors, habits, and preferences.

Today's employees are overwhelmed, distracted, and impatient. Flexibility in where and how they learn is increasingly important. They want to learn from their peers and managers as much as from experts. And they're taking more control over their **own** development.

OVERWHELMED...

Number of times online every day
early days of the Internet **5** | today **27** **41**% of time workers spend on things that offer little personal satisfaction and do not help them get work done.

DISTRACTED...

Most learners won't watch videos longer than **4** minutes
Knowledge workers are constantly distracted with millions of websites, apps, and video clips. 
People unlock their smartphones up to **9** times every hour

IMPATIENT...

Online, designers now have between **5** and **10** seconds to grab someone's attention before they click away
2/3 of knowledge workers actually complain that they don't have time to do their jobs
5 minutes—Workers now get interrupted as frequently as every 5 minutes—ironically, often by work applications and collaboration tools

1%
of a typical workweek
is all that employees
have to focus on
training and
development

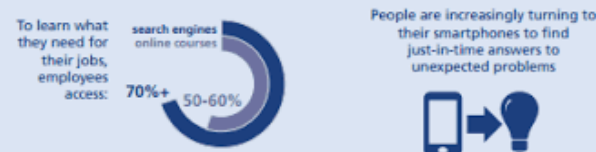
UNTETHERED

Today's employees find themselves working from several locations and structuring their work in nontraditional ways to accommodate their lifestyles. Companies are finding it difficult to reach these people consistently and even harder to develop them efficiently.



ON-DEMAND

Employees are accessing information—and learning—differently than they did just a few years ago. Most are looking for answers outside of traditional training and development channels. For example:



COLLABORATIVE

Learners are also developing and accessing personal and professional networks to obtain information about their industries and professions.



EMPOWERED

Rapid change in business and organizations means everyone needs to constantly be learning. More and more people are looking for options on their own because they aren't getting what they need from their employers.



Bersin
by Deloitte.

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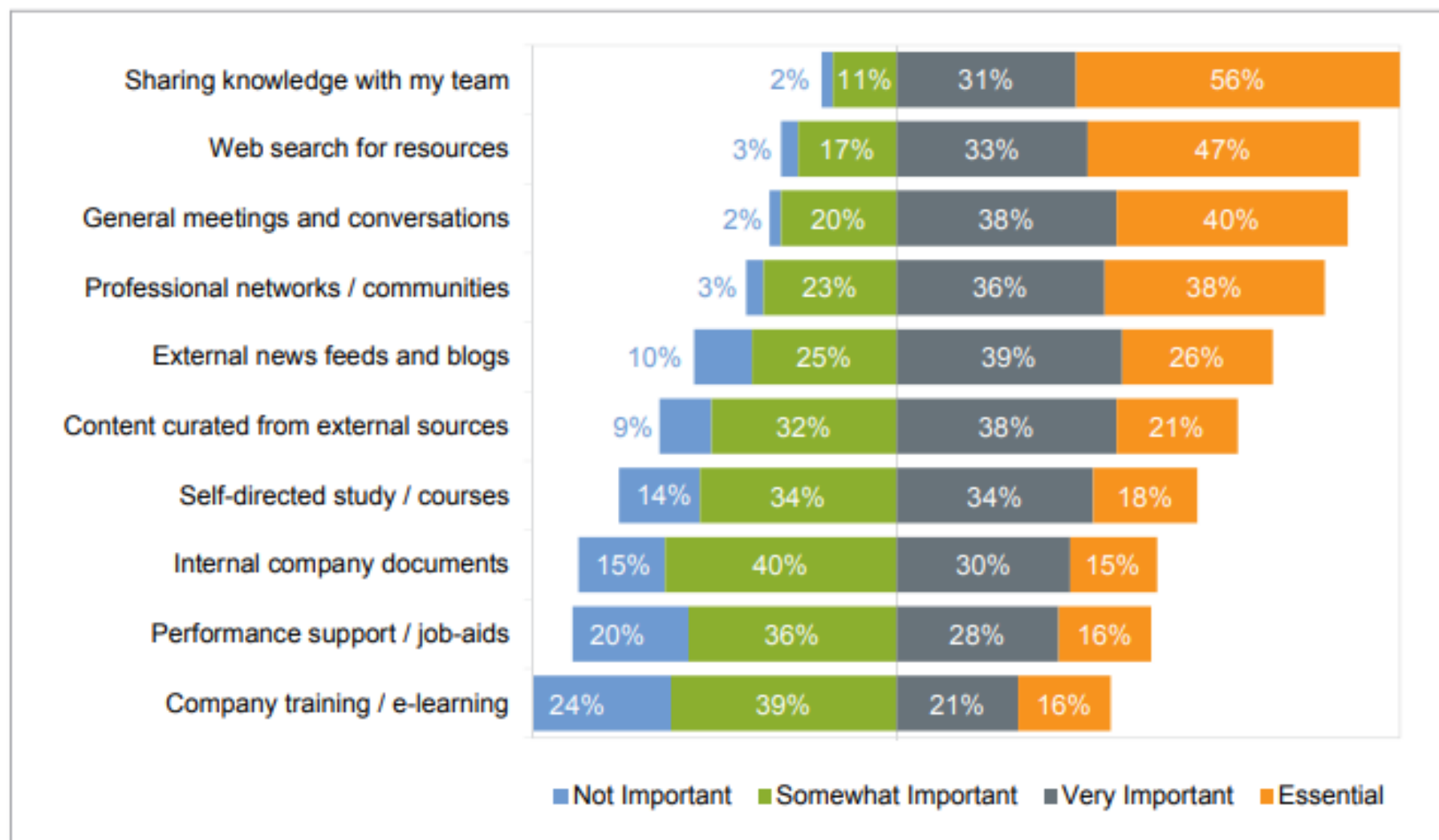
Sources:
"The Overwhelmed Employee: Simplify the Work Environment" Deloitte University Press
"The Knowledge Worker's Day" IBM
"Make Time for the Work that Matters" Harvard Business Review
"Collaboration & Social Tools Drive Business Productivity, Cutting Millions in Work Interruptions" Harmonix
"We're Creating a Culture of Distraction" jacobus.com
"Study Says We Unlock Our Phones a LOT Each Day" TIME
"Midnight Cause: Distraction and Stress at Work" VICE Magazine
"IT Training Gets an Extreme Makeover" Computerworld
"Network Performance: Does It Really Matter to Users And by How Much?" University of Massachusetts
"Workable Mobile Worker Population 2011 - 2019" IDC
"Antisocialism & Not a Strategy" PwC Strategy Group
"The Rise of the Extended Workforce" Accenture
"Empowering Overwhelmed Learners" Towards Maturity
"Just-in-time Information through Mobile Connections" PwC Research
"Here's a Google Park Any Company Can Envy: Employer-led Employee Learning" Fast Company

What do modern learners want?

- **Learning that is micro and online—on demand.**
- **To be empowered by workplaces that are more supportive of learning.**
- **Time and support for training.**
- **Collaborative learning opportunities.**



Figure 1: How Useful Are the Following Ways for Workers to Learn in the Workplace?



Source: Centre for Learning & Performance Technologies, 2014.⁵

2nd Section – Incorporating Online Learning into Daily Life

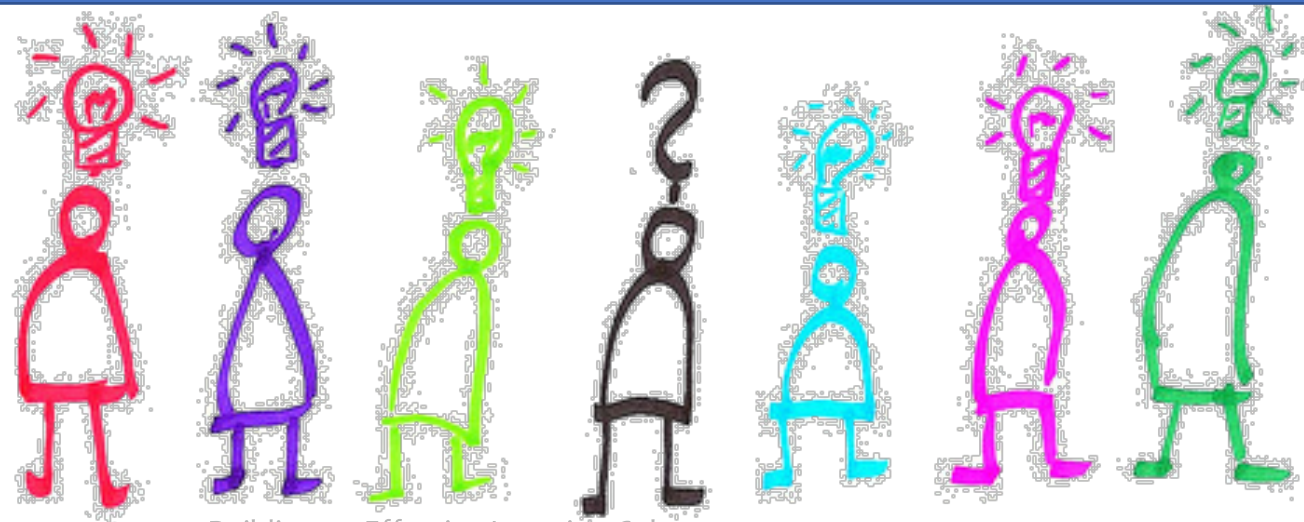


Strategies for incorporating online learning into your daily work routines.

- Time Management
- Learning Independently
- Learning Together

I'm already so busy. How can I find time for learning?

Making Time for Learning



Building an Effective Learning Culture



FOCUS

Distractions

Interruptions

Have you tried the **Pomodoro Technique?**

1. Identify a task/goal.
2. Set a timer to 25 minutes.
3. Focus on the task until the timer goes off.
4. Take a quick break (3-5 minutes).
5. If possible, set the timer to 25 minutes again.
6. Every 4 Pomodoros, take a longer break (10-30 minutes).

<https://tomato-timer.com/>





TIMEBOXING

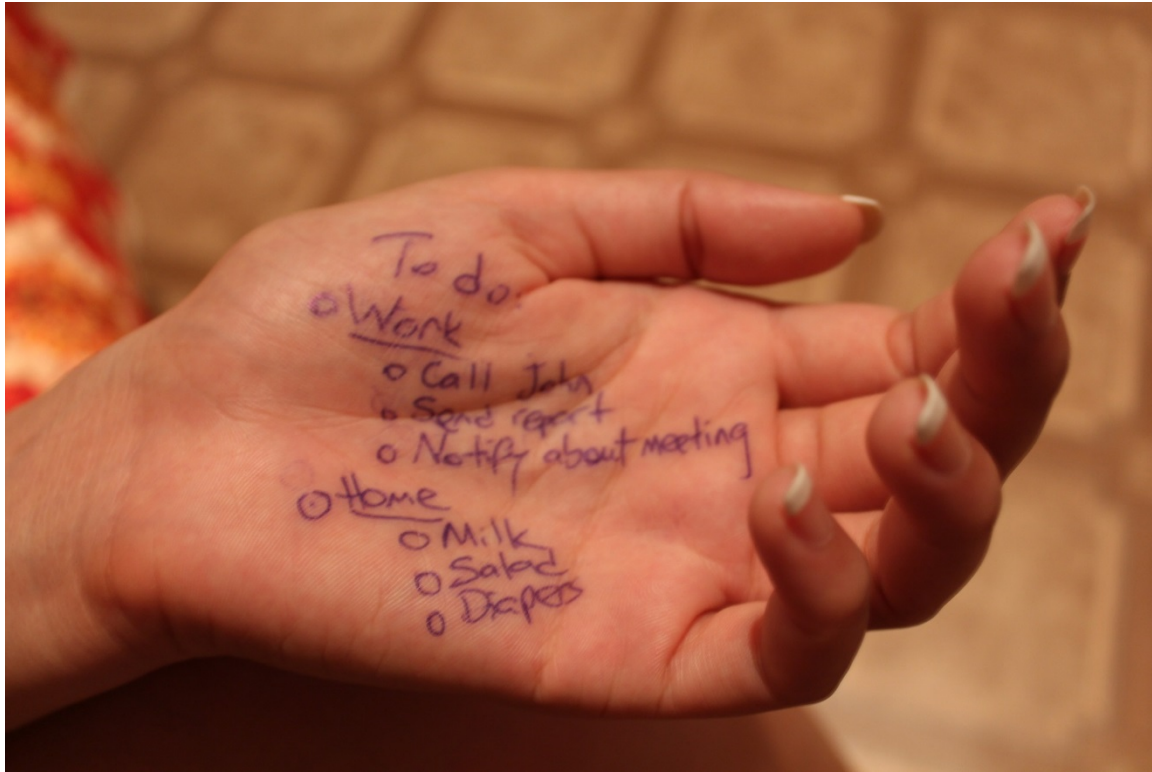
Instead of “I will focus on this task until it is complete”,

“I will focus on this task for 20 minutes.”

If you want it to
happen, schedule it.



Your To-Do List





Daniel H. Pink

WHEN

**THE SCIENTIFIC
SECRETS OF
PERFECT TIMING**

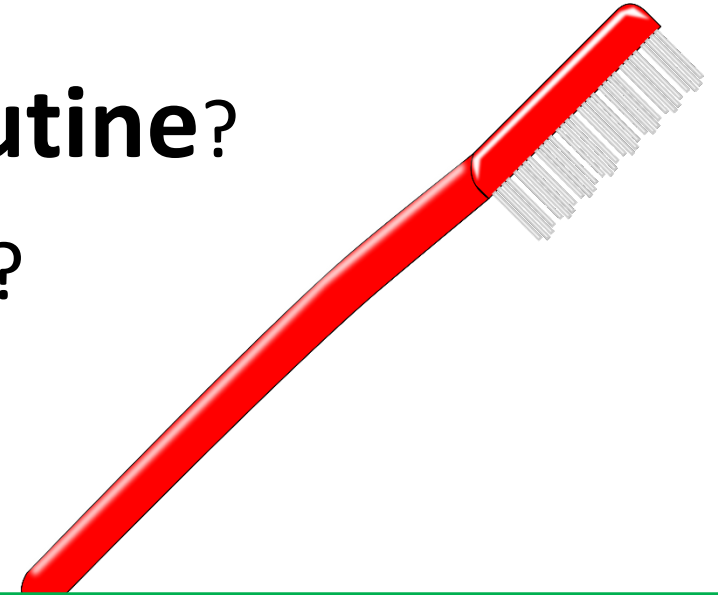
8:00 – 8:15		12:30 -12:45		NOTES:
8:15 – 8:30		12:45 – 1:00		
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11:45 – 12:00		4:15 – 4:30		
12:00 – 12:15		4:30 – 4:45		
12:15 – 12:30		4:45 – 5:00		

How do you
**SPEND YOUR
TIME?**

Habits & Routines


Can you make learning a part of your **routine**?

Ready to establish a new learning **habit**?



“Most of the choices we make each day may feel like the products of well-considered decision making, but they’re not. They’re habits.”

— Charles Duhigg

	Urgent	Not Urgent
Important		
Not Important		

Learning Independently



Learning Goal

My learning goal for _____ is _____
(What will you learn and when will you learn it?)

To achieve my learning goal, I must learn _____
(What specific knowledge, information, skills do you need to acquire?)

To acquire this knowledge, I will use _____
(What specific resources will you use?)

To determine whether I have achieved this goal, I will _____
(What criteria will you use to determine whether you have met your goal?)

To demonstrate that I have achieved my goal, I will _____
(How will you prove that you have achieved your goal?)

Name: _____ Date: _____



Tool: Personal Learning Plan

Managers:

Ask about their expectations. What outcomes do they expect? What are they willing to do to achieve those results?

Personal Learning Plan

Goals / skill to develop	Staff Action or Learning Activity	Resources Needed	Target Date	Completion Date
1. Customer Service identifying customer needs and providing the best service	Read “How to Wow Customers”, from the on-line resources.	1 hour	March 12	
	Register for and attend “Customer Service Training”	6.5 hours	April 3	
2. Technology Technical skill development and improvement	Register and attend Advanced Searching classes.	6.5 hours	April 23	
	Meet with Mary. to learn how to set up a simple database	1 hour	May 1	

Learning Goals

- My learning goal for (subject/topic) is:
(What will you learn and when will you learn it by?)
- To achieve my learning goal, I must learn:
(What specific knowledge, information, skills do you need to acquire?)
- To acquire that knowledge, I will use:
(What specific resources will you use?)
- To determine whether I have achieved that goal, I will:
(What criteria will you use to determine whether you have met your goal?)
- To demonstrate that I have achieved my goal, I will:
(How will you prove that you have achieved your goal?)

Learning Goal	
My learning goal for _____ (subject or topic) is <i>(What will you learn and when will you learn it by?)</i>	
<hr/> <hr/> <hr/>	
To achieve my learning goal, I must learn <i>(What specific knowledge, information, skills do you need to acquire?)</i>	
<hr/> <hr/> <hr/>	
To acquire that knowledge, I will use <i>(What specific resources will you use?)</i>	
<hr/> <hr/> <hr/>	
To determine whether I have achieved that goal, I will <i>(What criteria will you use to determine whether you have met your goal?)</i>	
<hr/> <hr/> <hr/>	
To demonstrate that I have achieved my goal, I will <i>(How will you prove that you have achieved your goal?)</i>	
<hr/> <hr/> <hr/>	
Name: _____	Date: _____

Learning Together





- Every person who attends training is expected to train someone else, to share the learning experience.
- Study groups
- Learning partners
- Internal blogs, post webinar meetings, learning presentations

Each One, Teach One
*One of the best measures of learning
is the ability to teach others.*

3rd Section – Ready to Learn



- Being a successful online learner
- Measuring your success
- Identifying resources for online learning

What's your *ideal* learning environment?



How can you avoid **INTERRUPTIONS**?

- Set parameters for interruptions.
- Communicate “unavailable” and “available” time.
- Find a workspace that is conducive to focused attention.
- Be aware of workplace activity trends.
- Consider purchasing noise cancelling headphones.





How to be a successful online learner

- **Motivation is key and persistence is the linchpin**
- **Set goals;** individual and organizational
- **Practice time management**
 - How many minutes or hours per week can you devote?
 - Create a to do list with (early) deadlines and due dates.
- **Communicate;** with instructors and with peers
- **Create your ideal environment;** no interruptions and distractions.

- * 1. I believe in myself and my ability to do.
- * 2. I embrace challenges and mistakes because they help me learn.
- * 3. I can learn. I will learn. I must learn.
- * 4. Today I will listen, speak, read, and write.
- * 5. I will work as a **T.E.A.M.** because
Together **E**veryone **A**chieves **M**ore!

Stick with it!

"I never teach my pupils.

I only attempt to provide
the conditions in which they
can learn."

Albert Einstein

Beyond the learning **EVENT**...



Measuring Your Success



Poll: What is
your preferred
type of online
learning?

- Webinar
- Online course
- Video
- Podcast
- Self-paced tutorial



Free Training Resources: Let's Share

1. [Infopeople](#)
2. [ALA eLearning](#)
3. [WebJunction](#)
4. [Wyoming State Library](#)
5. **Library Schools,
Systems, and State
Libraries**
 - Reaching Across Illinois Libraries (RAILS)
 - Colorado State Library
 - Nebraska Library Commission
 - Idaho Commission for Libraries
 - Texas State Library
 - Indiana State Library

Type your
response in the
question area:

What is one thing you will do within the
next week as a result of having
participated in this webinar today?

Questions?

