

10 tips to get the most out of virtual learning



Find a quiet place

- Have a dedicated learning space
- Remove clutter
- Request household or team members to not interrupt you



Have a secure internet connection

- Connect to a reliable internet source such as your home modem
- Use your mobile phone hot-spot function as an alternative connection



Mute your microphone

- Keep your microphone switched off when you're not speaking
- Wear a headset to mute outside noises



Turn on your webcam

This will help to:

- Connect you with other learners
- Build rapport and create a learning community
- Reduce the sense of isolation
- Improve communication



Minimise distractions

- Switch off email alerts
- Resist checking your inbox
- Switch off social media alerts
- Switch your phone to silent or turn on the do not disturb function



Complete your pre-course reading

- Be curious about the topic
- Bring any questions you have to the session
- Arrive ready to learn



Set a learning goal for yourself

- Discuss your development need with your supervisor
- Decide on your learning goal
- Maintain a growth mindset



Be an active participant

- Turn up on time & stay until the end
- Come prepared to share your knowledge & experience
- Come prepared to learn from others
- Use the chat function
- Use the virtual hand to indicate that you would like to speak
- Talk to and share ideas with other participants
- Contribute to group activities
- Take notes



Stay focused

- Stand up and move around during the breaks
- Don't take a break from technology with technology
- Practice mindfulness during the breaks to refresh your mind
- Remain hydrated and well-nourished



Keep learning

- Identify your key learning takeaways
- Decide what learning you need to consolidate and how you will do that
- Decide what lessons you need to implement in the workplace
- Share your knowledge with your colleagues