

Learning online offers many advantages to your organization including time and cost.  
Use this checklist to help prepare yourself to be successful!



## YOUR ATTITUDE AFFECTS YOUR LEARNING



- Think about how you feel about a virtual classroom
- Consider your responsibility to participate based on your role
- Be ready to answer questions and participate in discussions
- Create a list of questions to ask your Procentive Consultant
- Identify and complete pre-assignments
- Review the content outline and session objectives
- Create personal objectives

## CHECK & TEST YOUR TECHNOLOGY



- Check for proper hardware (i.e. computer)
- Test everything such as:
  - Microphone
  - Headset (if applicable)
  - Audio and microphone tuning
  - Meeting software functionality
  - Internet connection

## ORGANIZE YOUR LEARNING SPACE



- Make room for your computer, documentation, and notes where you can talk online that has power for the computer and an Internet connection
- Reduce as much background noise as possible
- Separate yourself from distractions (phones, colleagues, other work)
- Review your list of questions
- Close all other applications running on your computer
- Post "Do Not Disturb" signs

## PREPARE YOURSELF



- Learn to be an excellent manager of your own learning time:
  - Make learning checklists
  - Turn off the phone when working on a program
  - Post "Do Not Disturb" signs
  - Add time for learning to your weekly schedule
  - Become comfortable with your Internet browser
- Know your e-learning program:
  - How do I navigate?
  - What support structures are available? (Ticketing, help files, etc.)
- Know your purpose before you begin your learning
- Review overall course objectives before getting into the details
- Find ways to apply your learning to the job as soon as possible