

## Tips for E-Learning

The Leadership Academy provides state-of-the-art classes to accelerate common culture of continuous learning for member leaders and staff. The Leadership Academy is a learning environment which allows member leaders and staff to “attend class” at times and in locations that are most convenient to them. The keys to maximizing learning success is proper preparation and setting expectations. This document summarizes student success factors for e-Learning.

❖ **Make time for e-Learning.**

- ✓ Set aside specific times to work on your courses and stick to your schedule. Internet based courses do not have the regular meeting times and terms that face-to-face courses have, so you can *set own time schedule*.

❖ **Pace yourself.**

- ✓ Deciding your own hours is great. Make sure you do not fall behind in your schedule. Catching up is difficult.
- ✓ Create milestones or check points to help you stay on track.

❖ **Prepare for the course by reviewing its organization, navigation, tools and resources.**

- ✓ Read the introductory materials in the course before getting
- ✓ Explore the materials to clarify the course structure and help you work efficiently.

❖ **Be a strategic learner.**

- ✓ Look at the learning outcomes and assignments prior to starting course.
- ✓ Keep the outcomes and tasks in mind as you work through sections of the course.

❖ **Maintain a positive attitude.**

- ✓ Don't become discouraged if you run into difficulties. Developing new skills and knowledge is sometimes difficult, but the gain is worth the pain.
- ✓ It may take some adjustment to get comfortable working remotely.

❖ **Ask for help.**

- ✓ You can get answers if you have any problems with the technology or the content by contacting [support@local1000leadershipacademy.org](mailto:support@local1000leadershipacademy.org). Responses to technical questions should take no more than 24 business hours.

❖ **Take the initiative.**

- ✓ Learning is a process and there is not necessarily one right way to take these courses.
- ✓ Online learning allows you to balance independent learning with mentoring.

❖ **Collaborate.**

- ✓ Helping others and sharing your view will enhance your learning and make it more fun.

❖ **Share your experiences.**

- ✓ Ask yourself whether the material in the course is consistent with your experience, and analyze why or why not. Share these ideas with others to challenge your own thinking and learn from the ideas of your colleagues.

*Feel free to ask questions! [support@lca1000leadershipacademy.org](mailto:support@lca1000leadershipacademy.org)*