

Upgrade the Existing Tool

Objective of This Tool: Modernize existing learning assets and/or create new ones by strategically adding ways to include the nine elements in your asset.

Instructions:

(Use the template on the next page)

1. Give a descriptive name for the learning asset you want to modernize.
In the Step 1 column, enter “1” or “0” in the cells if the asset has (1) or does not have (0) this modernness element.
2. Is it possible for the asset to include this element? Enter Yes/No in the Step 2 Column.
(Think creatively.)
3. In the Step 3 column, describe your ideas on how to include this element. List all ideas; don’t limit yourself at this stage based on money, resources, etc. Consider the values and motivators for your learner personas that you visualized in the Learn Action Tool. Use the comments column to note any details.
4. Are ideas feasible now or later? (Later means needs additional resources—cost, time, staff—that aren’t available now.) Indicate N (now) or L (later) in the Step 4 column.
5. Highlight idea(s) in the Step 4 column that you are willing and able to accomplish as part of your modernized learning asset. Create a descriptive name to this set of choices and enter the name below the chart. Next give your new asset a modernness score, by entering 1 or 0 to indicate which elements are included. Sum this column to get your new modernness score.. For each element, rate these choices (1 or 0). Is your new rating higher than the score for your existing asset? Hurray!

Note: This tool may encourage ideas for new learning assets. See the Surround Action for how to include these in your learning cluster.

Modern learning methods frequently include one or more of the following nine elements:

Accessible: easy to find, available in the moment

Autonomous: self-directed, can do it without help, whenever I need it

Chunked: small divisions (current standard is under two minutes for video, 20 minutes for lecture, five paragraphs for reading)

Current: up to date or easily updatable (by author or viewers)

Experiential: do something and get immediate feedback

For Me: curated, self-selected, selected for me, delivered based on my preferences, on topics I need or want, preferably has my name on it or in it

Hyperlinked: content is linked to other related content for more in-depth, current, or related information and ideas

MVAK: multimedia providing input that is visual, auditory, or kinesthetic

Social: includes other people, such as crowd sourcing; likes, views, comments; face-to-face interaction; mentoring; coaching; and dialogue among peers

Upgrade the Existing Tool (continued)

Existing Asset: [name of asset]

	Step 1: Rate Existing (1=Yes; 0=No)	Step 2: Possible? (Y/N)	Step 3: List Ideas for This Element	Step 4: Now or Later?	Step 5: Rate Modernized Option (1=Yes; 0=No)	Modernized Asset Description: [List to do "now" modernization plans]
Nine Elements						Comments
Accessible						
Autonomous						
Chunked						
Current						
Experiential						
For Me						
Hyperlinked						
MVAK						
Social						
Modernness Score						
			Modernized Difference =		(Step 5- Step 1)	

Modernized Asset: _____ [name of asset]

New Assets: [ideas for new assets to do now]

-
-

Tip: Do not try to stuff all the elements into your existing learning asset. Just a touch of modernization is typically all that is needed for effective modernization.

Upgrade the Existing Tool Example

Existing Asset: Continuous Feedback Class

	Step 1: Rate Existing (1=Yes; 0=No)	Step 2: Possible? (Y/N)	Step 3: List Ideas for This Element	Step 4: Now or Later?	Step 5: Rate Modernized Option (1=Yes; 0=No)	Modernized Asset Description: [List to do "now" modernization plans]
Nine Elements						Comments
Accessible	0	Y	e-learning, videos, making it more visible intranet	See comments	.5	e-learning – Later Intranet – now Videos – now & prework
Autonomous	0	Y	e-learning, videos	Videos	1	as prework and reference later
Chunked	0	Y	Videos, e-learning	Videos	.5	now as prework
Current	0	Y	Inviting stories and case studies from managers and employees	Now	1	Managers/employees success stories?
Experiential	1	N/A			1	
For Me	0	Y	Test out? Maybe we have data from employees we can use? Job Aid? Make class not mandatory?	Now	1	Test out now via videos. Job Aid to use on the job, after class
Hyperlinked	0	Y	Direct them resources after the class	Now	1	
MVAK	1	N/A			1	
Social	1	N/A			1	
Modernness Score	3				8	
			Modernized Difference =	5	(Step 5- Step 1)	

Modernized Asset: Shorter, Hyperlinked, Easily Found Class that includes up to date case studies

New assets:

- Removing some items from class and having videos instead as prework
- Job aids
- Convert to e-learning (Later)