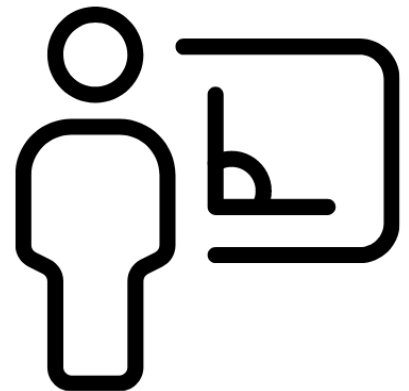


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



It's not a faith in technology. It's faith in people.

Steve Jobs

Module Two: What is mLearning?



Mobile learning, or mLearning, is defined as the delivery of learning, education or training on mobile devices, such as mobile phones, tablets, laptops or PDAs. mLearning allows training and support to be taken anywhere, making it flexible and convenient for companies to use. Many businesses are taking advantage of this new technology to educate employees and clients more efficiently.

mLearning Uses



mLearning is most commonly used for training and education purposes. The majority of training or learning in the workplace occurs on the job. However, it can be costly and time consuming to require employees to attend meetings, conferences or other training sessions away from work. Recently, many businesses have begun to implement mLearning, which allows employees to stay in the workplace to acquire additional training or knowledge. With mLearning, employees can gain new knowledge faster and be more up-to-date on any changes or company additions.

mLearning has also become a helpful tool in training new employees, since it allows for the company to reduce group or individual training sessions and allow the employee to learn on their own terms. Not only does this allow the company to save on training hours, but allows the training manager to evaluate which employees are ready to begin work and which ones may need more help before starting on their own.

| | |
|------------------------|---|
| Estimated Time | 8 minutes |
| Topic Objective | Review the different uses of mLearning. |

| | |
|-----------------------------|--|
| Topic Summary | mLearning Uses Discuss the different uses for mLearning in a work environment. |
| Materials Required | Worksheet 1: mLearning Tools |
| Planning Checklist | None |
| Recommended Activity | Complete the worksheet individually. Share your answers with the rest of the class. |
| Stories to Share | Share any personal, relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | What are some ideas for mLearning? |

mLearning Environments



The mLearning environment refers to the manner in which information is available for a particular session, such as how it is organized, what information is available and how it can be accessed. The environments in mLearning are different with every use and can be customized to a particular learner's needs. The environment should be flexible and adjustable among different devices – meaning what can be seen/accessed on a mobile phone should also be accessible on a tablet or laptop computer. If the mLearning environment is not user-friendly or if the information is hard to read or download, the learner won't be able to gain anything from their session, which cancels the point of training at all.

Tips for mLearning environment:

- Keep information organized
- Ensure all information is easily accessible on all mobile devices
- Always have a contact for technical support

| | |
|---------------------------|---|
| Estimated Time | 7 minutes |
| Topic Objective | Review the makeup of mLearning environments. |
| Topic Summary | mLearning Environments Discuss the different aspects of mLearning environments. |
| Materials Required | Worksheet 2: mLearning Environments |

| | |
|-----------------------------|---|
| Planning Checklist | None |
| Recommended Activity | Complete the worksheet individually. Share your answers with the rest of the class. |
| Stories to Share | Share any personal, relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | How is an mLearning environment created? |

mLearning Tools



Technology has changed the way we receive information. Computers have replaced reference books when it comes to learning new material, and now mobile devices are changing how we access information that has already been digitized. One of the key aspects of mLearning is using these mobile tools to access new information for education and training purposes. These mLearning tools allow learners to access the information needed from anywhere and at any time. Many of the devices used have become a common household need, such as mobile phones and notebook computers. With technology on the rise, employees are more than likely to own at least one mobile learning tool they can use for future mLearning.

Common mLearning tools:

- Mobile phone
- Tablets
- Notebook/laptop computers
- Personal Digital Assistants (PDAs)

| | |
|---------------------------|--|
| Estimated Time | 8 minutes |
| Topic Objective | Discuss the different tools of mLearning. |
| Topic Summary | mLearning Tools Discuss the different tools used in an mLearning course. |
| Materials Required | Flipchart/board and marker |
| Planning Checklist | None |

| | |
|-----------------------------|--|
| Recommended Activity | Discuss with the class the different tools used in mLearning. Ask the group how what mobile devices they would use and why. Ask them why they chose this device and how it would benefit them. Write some of their answers on the board/flipchart. |
| Stories to Share | Share any personal or relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | What are some tools used in mLearning? |

mLearning Advantages



The prospect of mLearning has created a long list of the advantages it can bring to a company. One of the most obvious advantages is the flexibility and convenience of using mLearning and accessing information at any time – anywhere. But mLearning also allows the content to be customized to the learner, and can benefit different types of learners (i.e., visual learners, auditory learners, spatial learners, etc.). Since people take their mobile devices wherever they go, mLearning allows users to make use of their spare time, or ‘dead time’, such as while standing in line at the bank, waiting for the bus, or even in between meetings/projects.

Advantages include:

- Convenience and flexibility
- Customized learning
- Makes good use of spare time
- Tailored to different learning styles
- Larger access to information

| | |
|---------------------------|--|
| Estimated Time | 7 minutes |
| Topic Objective | Discuss the benefits of using mLearning. |
| Topic Summary | mLearning Advantages Discuss the various benefits of using mLearning in the workplace. |
| Materials Required | Flipchart/board and marker |
| Planning Checklist | None |

| | |
|-----------------------------|--|
| Recommended Activity | Review with the class the purpose of mLearning and discuss why it would be beneficial in the workplace. Ask them to name some of these advantages. Write some of their answers on the board/flipchart. |
| Stories to Share | Share any personal or relevant stories. |
| Delivery Tips | Encourage everyone to participate. |
| Review Questions | What advantages does mLearning provide in and out of the workplace? |

Practical Illustration



Joseph and Tony were assigned to attend training regarding a new product the company would soon release.

“I don’t have time to stop working and go to training.” Tony said.

“Me either.” Joseph agreed.

When they told their manager, Roz, about their time problem, the manager offered for them to take the course using the company’s new mLearning software. Of course, Joseph and Tony had lots of questions about mLearning, including how it all worked and how they could obtain credit for the training. Roz explained the new mLearning program the company had adopted and how the training information is accessible on the new site. Most importantly, Roz explained how they two of them could use any mobile device they wanted to complete the training. They could use their mobile phones, the company tablets or their own laptop computer.

“I can see why we adopted this program,” Joseph said. “This makes training a lot easier!”

Module Two: Review Questions

1.) What is mLearning commonly used for?

- a) Employee training
- b) Inventory
- c) Manager meetings
- d) Computer games

mLearning is used for many reasons, including employee training, product education, and even general employee education.

2.) How does mLearning benefit new employees?

- a) It allows them to learn in groups
- b) It allows one-on-one time with the manager
- c) It allows them to learn at their own pace
- d) It allows them to skip certain session trainings

mLearning is beneficial to many companies and its employees. Benefits include allowing them to learn at their own pace, learn faster and use their own mobile device to do it.

3.) The mLearning environment refers to what?

- a) Course content
- b) Course access
- c) Course layout
- d) All of the above

The mLearning environment is the part of the mLearning course that refers to the course's content, including how it is accessed, viewed, laid out and what it is about.

4.) In mLearning, it is important for the environment to be what?

- a) Monochromatic
- b) User-friendly
- c) Full of content
- d) Multi-tabular

A mLearning environment includes all aspects of the content of the course, so it is important that the environment is user-friendly and easy to use.

5.) Which of the following can be used for mLearning?

- a) Computer tablets
- b) Laptops
- c) Mobile phones
- d) All of the above

mLearning is designed to be completed on mobile devices, including mobile phones, laptops, PDAs and computer tablets.

6.) The rise of _____ has increased the use of mobile devices in education.

- a) Printed books
- b) Television
- c) Technology
- d) The internet

Over the recent decades, the rise of technology has increased the use of mobile devices for all kinds of tools, such as education and training.

7.) mLearning allows learners to make use of what?

- a) Their 'dead time'
- b) Their time in the office
- c) Their unused mobile devices
- d) Their printed textbooks

Every person has 'dead time', such as standing in line at the bank, waiting for the bus, or simply in between other activities. With mLearning, learners can make use of this time.

8.) One advantage of mLearning is that it appeals to different styles of what?

- a) Ethnicities
- b) Learning
- c) Fashion
- d) Ages

One advantage of mLearning is that it can appeal to different learning styles of its users because it uses different forms of content, such as photos, videos and audio files.

9.) Mobile learning, or mLearning, is defined as the _____.

- a) Delivery of learning
- b) Delivery of education
- c) Delivery of training
- d) All of the above

Mobile learning, or mLearning, is defined as the delivery of learning, education or training on mobile devices, such as mobile phones, tablets, laptops or PDAs

10.) The majority of training or learning in the workplace occurs _____.

- a) After work hours
- b) At an off-site training facility
- c) On the job
- d) All of the above

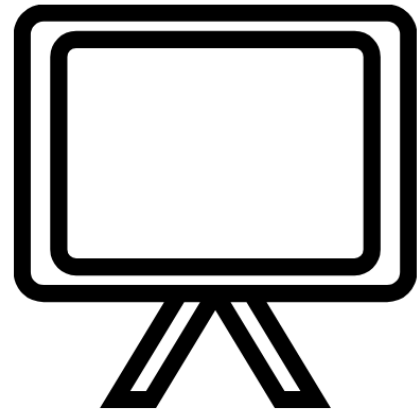
The majority of training or learning in the workplace occurs on the job.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

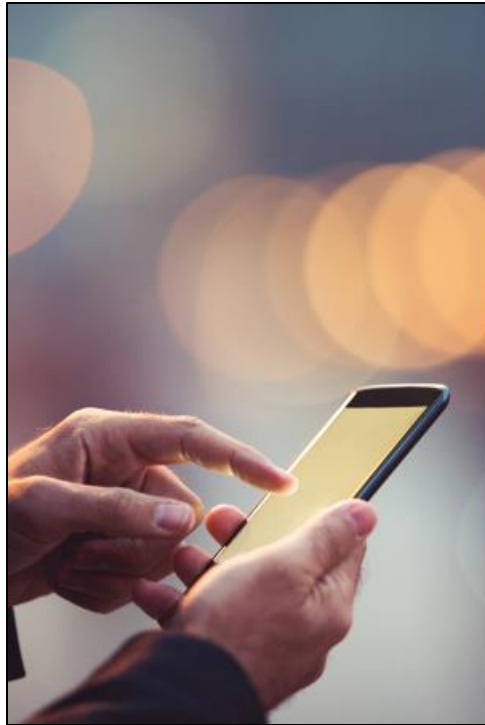




MODULE TWO

What is mLearning?

Mobile learning, or mLearning, is defined as the delivery of learning, education or training on mobile devices, such as mobile phones, tablets, laptops or PDAs.



mLearning Uses

With mLearning, employees can gain new knowledge faster and be more up-to-date on any changes or company additions.

mLearning Environments

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- Ensure all information is easily accessible on all mobile devices
- Always have a contact for technical support





mLearning Tools

Mobile phone

Tablets

Notebook/laptop computers

mLearning Advantages

- Convenience and flexibility
- Customized learning
- Makes good use of spare time



Practical Illustration



- mLearning Uses
- mLearning Environments
- mLearning Tools
- mLearning Advantages

Module Two: Review Questions

1. What is mLearning commonly used for?

A. Employee training

B. Inventory

C. Manager meetings

D. Computer games

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



mLearning Essentials

Quick Reference Sheet



mLearning Tools

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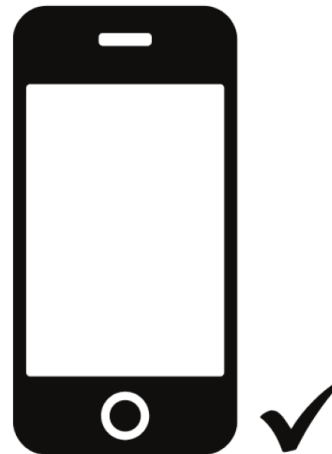


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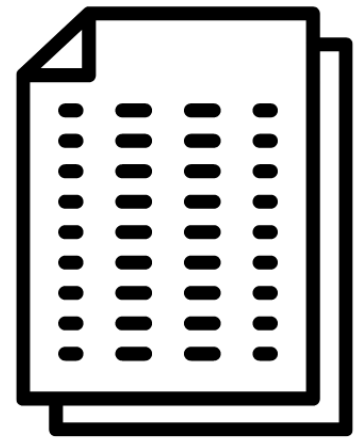
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

mLearning Tools

Use the spaces below to describe the different types of mLearning tools described in this section. Give some examples of how these tools can be used.

Sample Worksheet 2

mLearning Environments

Use this worksheet to outline what materials should be included in a mLearning environment.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

NOTES

Icebreaker: Ball Toss

PURPOSE

To help participants get to know each other.

MATERIALS REQUIRED

Use a small lightweight ball that you can easily toss around the room, like a NERF ball.

PREPARATION

1. None

ACTIVITY

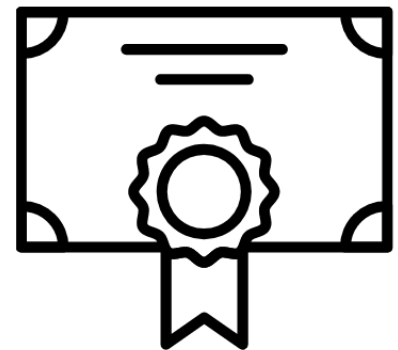
Toss a ball to one of the students who then makes the first introduction and shares one interesting fact about himself or herself. He or she then throws the ball to someone else. Challenge the group to complete the introductions without throwing the ball to the same person twice.

Tip: You may wish to have a member of the group toss the ball to you, too.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

*Has mastered the course
mLearning Essentials*

Awarded this _____ day of _____, 20____

Presenter Name and Title
