

# How Can You Improve Your Online Professional Learning Retention?

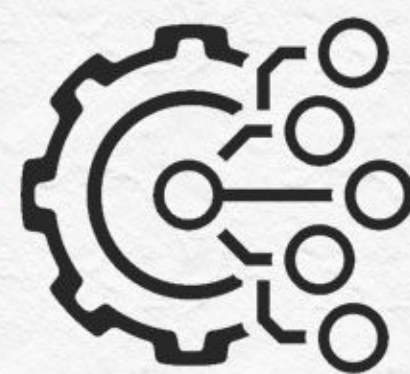
## Before the Training

**Your space:** Choose a peaceful, disturbance-free corner and log on at least 15 minutes early.

**Your technology:** Make sure you have the technology you need. Get prepared to participate in activities while still watching the training. It is advisable not to use any extra screen for distractions.



**Your attitude:** Give careful thought to your training goals in advance. Make sure you do your homework before training begins.



## During the Training

**Participate:** Show an interest and communicate with your trainer and fellow participants. Put forth your questions and inputs.

**Dedicate yourself:** Refrain from multitasking, texting, browsing the internet or checking email. Stick to the routine you follow during in-person training.

**Stay engaged:** Jot down key points, write notes and add new information to things you already know to create new concepts.



## After the Training

**Review:** Study your notes and make a gist of what you learnt. Go through the points you can't recall.

**Incorporate:** Research the things you want to incorporate into your work right away.

**Share:** Discuss what you learned with your peers. This helps you to improve your retention capacity.

**Study further:** Find out more about the topic by finding supplemental learning materials.

