



Enterprise Business Solutions



MICROLEARNING®: Menu of Quick Learning Bytes

Department of the Treasury

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Personal Introductions

Candace Trotti,
CGFM, PMP,
SHRM-SCP

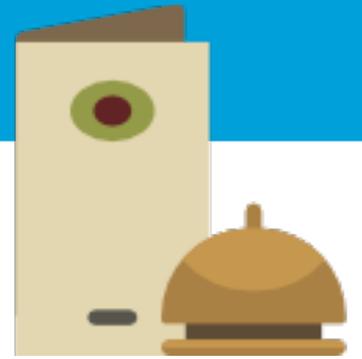
Fran Kassinger,
Ph.D., ACC,
MBTI©

**Andrew
Clark,**
MS

**Regine
Greer,**
MBA, CIT

**Alvin
Lawrence,**
MS, PMP

Talent Management Systems
Department of Treasury OCIO



Menu



Context {Appetizer} 10 min

- Definition
- Microlearning[®] History
- Challenge → Byte Size Pieces
- Recipe for “Good” Microlearning[®]

Content {Main Course} 15 min

- Non-fed Examples
- Fed Examples



Conversation {Cocktail} 10 min

- Your Turn!



Conclusion {Dessert} 5 min

- Let’s Sum Things Up
- A treat on the house!
- Wrap Up {Check please!}



Break...10 min



Bye!



CONTEXT

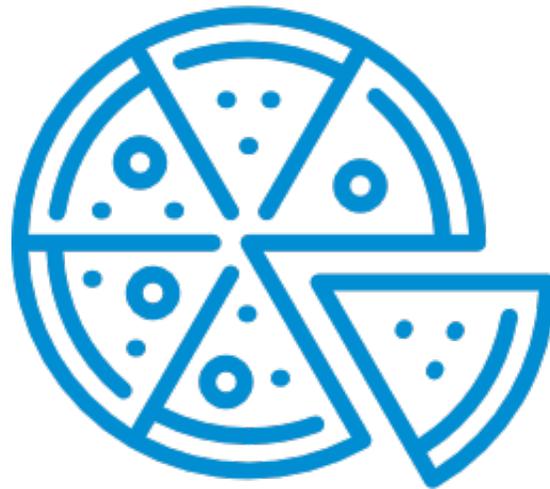
{Appetizer}



What is Microlearning®?

Grovo's Definition: “Microlearning® is learning through short, focused bursts that progressively add up to a larger learning goal”

EBS' Definition: Any brief and targeted learning object that remains in learner control, spans between 3 to 6 minutes, and is part of a larger context of knowledge.

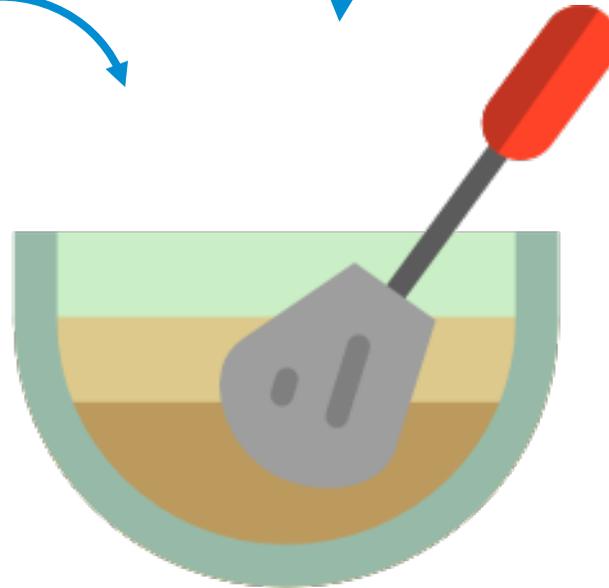


Recipe for "Good" Microlearning®

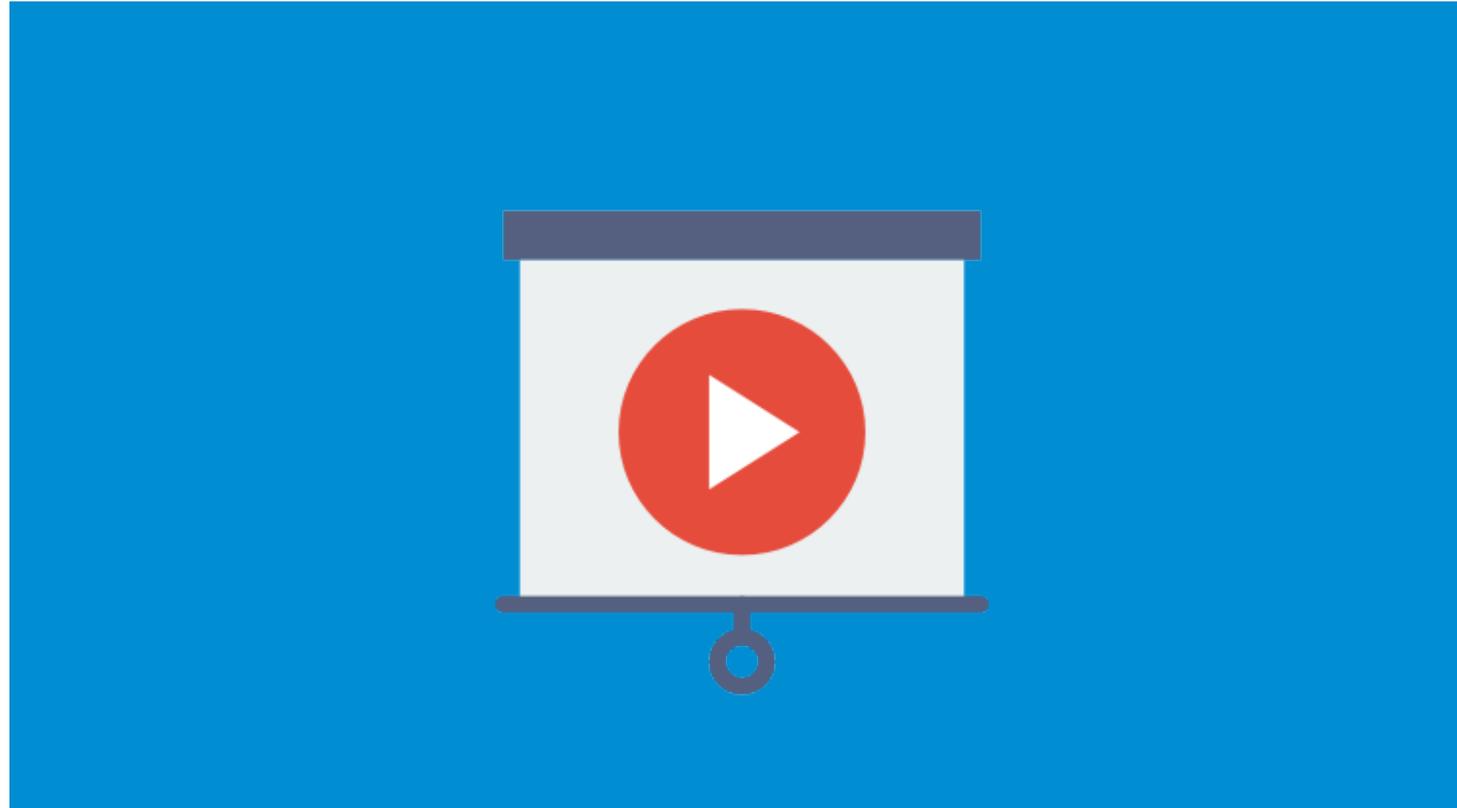
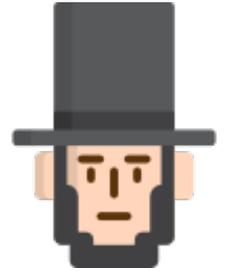
Lots of learner control

chunked content

6 minutes or less of content

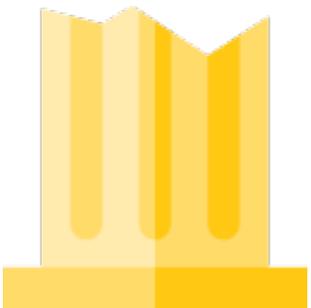


*Better served with
additional learning events*



Online Version

Presentation
Version





Moving From Appetizer Bytes to Main Course Bytes

So Far

CONTEXT {Appetizers}:

- Definition
- Microlearning® History
- Challenge → Byte Size Pieces
- Recipe for “Good” Microlearning®



Coming Up...

CONTENT {Main Course}:

- Non-Fed Examples
- Fed Examples



CONTENT

{Main Course}



Non-Fed Examples



Fed Examples (Treasury)

* In development



Moving From Main Course to Cocktail Bytes



So Far

CONTEXT {Appetizers}:

- Definition
- Microlearning[®] History
- Challenge → Byte Size Pieces
- Recipe for “Good” Microlearning[®]”

CONTENT {Main Course}:

- Non-Fed Examples
- Fed Examples

Coming Up...

CONVERSATION {Cocktail}:

- Your Turn!



CONVERSATION

{Cocktail}



Your Turn!

1. How does what we've discussed relate to your training development efforts?
2. What discoveries have you made?
4. What else would you like to know about this topic?

Moving from Cocktail to Dessert Bytes



So Far

CONTEXT {Appetizers}:

- Definition
- Microlearning[®] History
- Challenge → Byte Size Pieces
- Recipe for “Good” Microlearning[®]”

CONTENT {Main Course}:

- Non-Fed Examples
- Fed Examples

CONVERSATION {Cocktail}:

- Your turn!

Coming Up...

CONCLUSION {Dessert}:

- Let’s Sum Thing Up!
- A “Tasting” Surprise!
- Wrap Up {Check Please!}



CONCLUSION

{Dessert}



Let's sum things up!

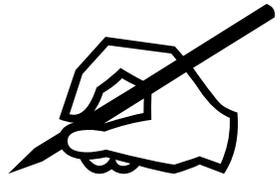


→ In creating Microlearning® experiences, consider....

- **Cognitive Load Theory.** The Cognitive Load Theory states our brains only can process 5 to 9 bits at a time.
- **Neurological Basis.** Learning occurs through association; by the brain connecting new information to existing information (e.g., microlearning experience relates to macrolearning experience). This enhances retention of learning concepts.
 - [Complete Guide To Microlearning And Learning Reinforcement](#) by BizLibrary

✕ A treat on the house!



Thank you! 

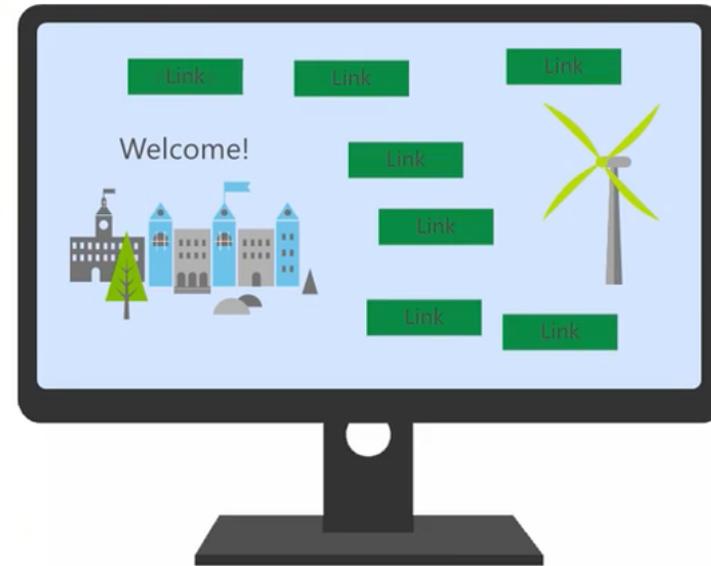




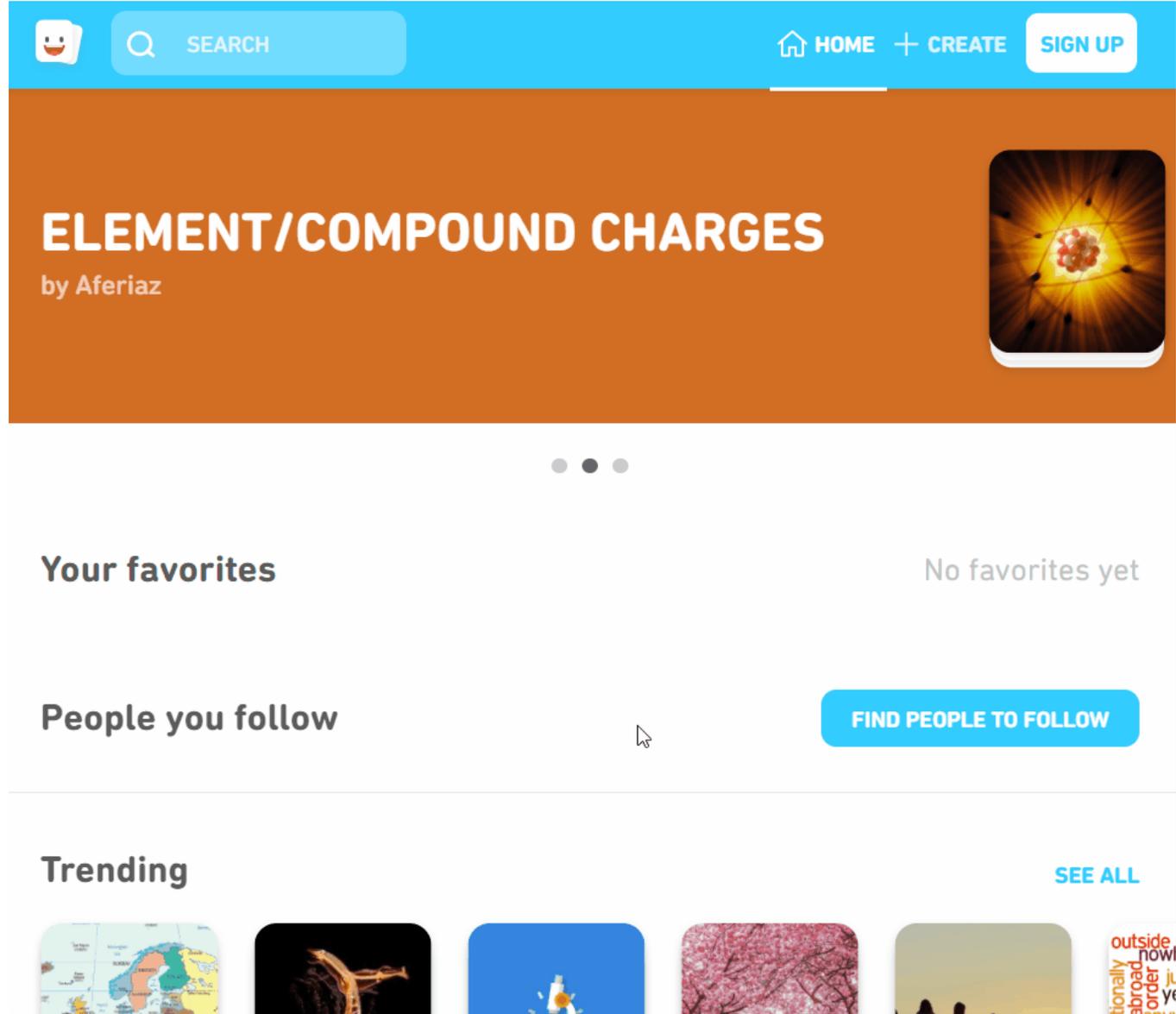
Appendix

NOTE: Interactive videos that follow will not play in this format.
Contact presenters for more information.

Video (Non-Fed)



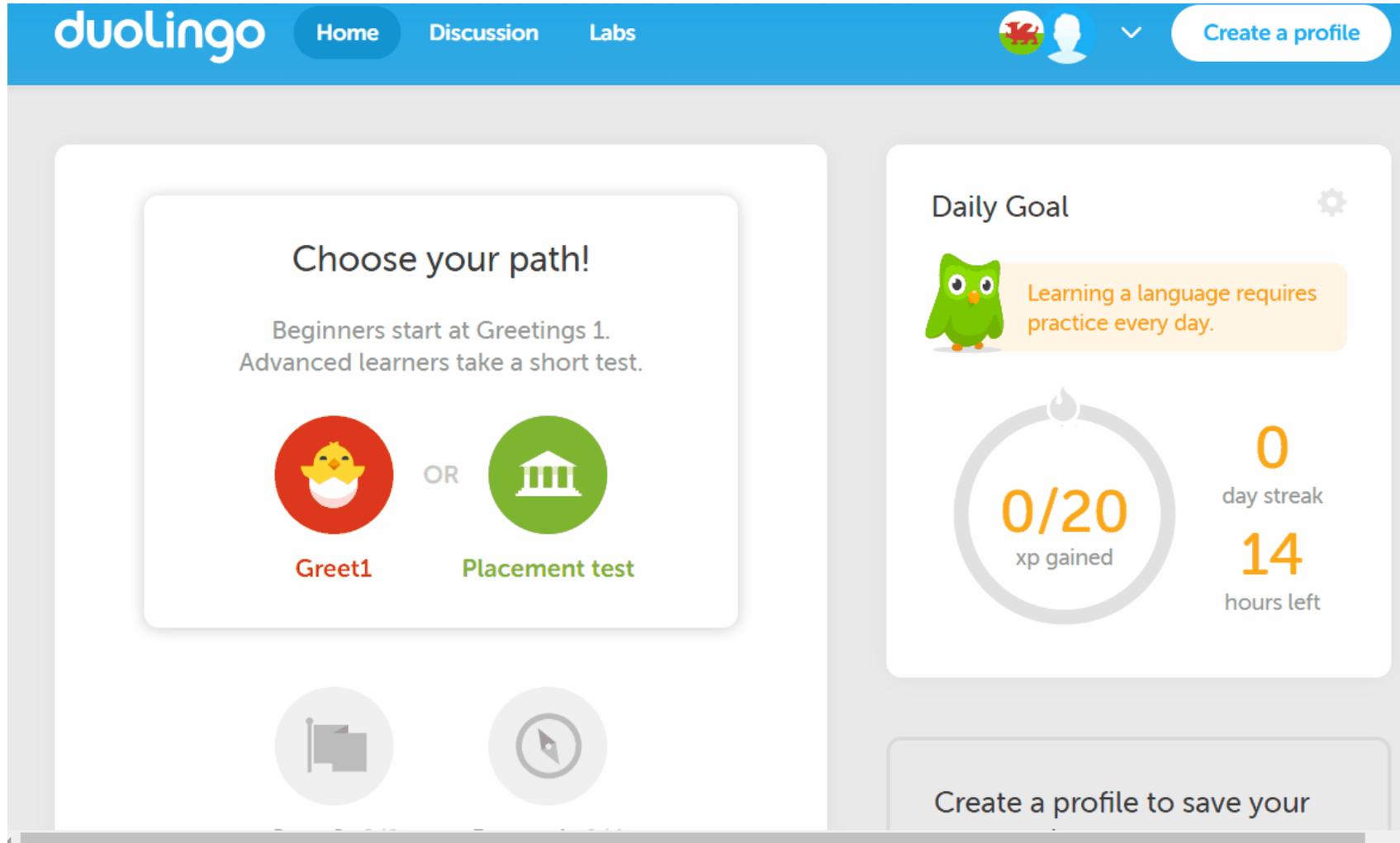
Flip Cards (Non-Fed)



The screenshot shows the Flip Cards app interface. At the top, there is a blue navigation bar with a search icon and the text "SEARCH", a home icon and the text "HOME", a plus icon and the text "CREATE", and a "SIGN UP" button. Below the navigation bar is a large orange banner for a card titled "ELEMENT/COMPOUND CHARGES" by "Aferiaz". To the right of the title is a square image of a glowing atomic model. Below the banner are three dots indicating a carousel. Underneath, there are sections for "Your favorites" (with the text "No favorites yet"), "People you follow" (with a "FIND PEOPLE TO FOLLOW" button), and "Trending" (with a "SEE ALL" link). At the bottom, there is a row of six card thumbnails: a world map, a person in a dark setting, a blue background with a white figure, a pink cherry blossom tree, a sunset, and a vertical text graphic.

[← Return to Index](#)

Language (Non-Fed)



The screenshot shows the Duolingo mobile app interface. At the top, there is a blue header with the Duolingo logo, navigation tabs for 'Home', 'Discussion', and 'Labs', a user profile icon, and a 'Create a profile' button. The main content area is divided into two columns. The left column features a 'Choose your path!' section with the text 'Beginners start at Greetings 1. Advanced learners take a short test.' Below this are two options: 'Greet1' with a chick icon and 'Placement test' with a building icon. The right column features a 'Daily Goal' section with a green owl icon and a message: 'Learning a language requires practice every day.' Below this is a circular progress indicator showing '0/20 xp gained' and a '0 day streak' with '14 hours left'. At the bottom of the right column, there is a button that says 'Create a profile to save your'.

Chatbot Resources

Chat Bot



Which Menu items do you want to know more about?

type your text here

Next Question

Here are some of the key system features. Using, the chat box, ask Lydia to show you each one of these:

- Search Bar
- Key Icon
- Look Up
- Look Up Calendar
- Tool Tips
- Search Pages/Fields
- Save Search
- Question Mark (Help)
- Export to Excel (for reports, SF-50s, etc)
- Global Table Function

Type a question in the chatbox and then click outside of the box. Once complete, click the Next Question button to learn more.

[< PREV](#) [NEXT >](#)

Create a New Job Code

Version 2, March 2017



This job aid provides instructions for creating a new job code in HRCConnect. This job aid only addresses HRCConnect system, NFC, and OPM required fields. Your organization may require additional fields to be input or verified.

NOTE: While this job aid provides all the system steps to complete the subject task, your organization identifies the business rules that govern use of the task.

Instructions

1. Select the *Main Menu* link.
2. Select *Organizational Development, Position Management, Define Position Data USF*, and then the *Job Codes* link.
3. Select the *Add New Value* tab on the Job Code USF screen.
4. Select the correct *SetID* using the lookup icon, if applicable.
5. Enter the *Job Code* value.
6. Select the *Add* button.
7. Verify the following fields and update if necessary:
 - *Effective Date*
NOTE: The effective date must be equal to or less than the effective date of a position you associate to this job code.
 - *Status*
 - *NFC Function Code*
 - *NFC Update Indicator*
8. Enter the appropriate *Occupational Series* or

Instructional Video



If video does not play, or option to enlarge is not available, click here.

Still have questions on this topic?

[Click here](#) to send an email to the training team.

Frequently Asked Questions (FAQs)

Can I assign any value to a Job Code?

No, different agencies and bureaus have their own individual syntax for Job Codes. For example, IRS uses numbers and an alpha character at the end (91234A). Other bureaus use letters and numbers (TR9876). The classification staff responsible for creating job codes has the numbering scheme for their agency and is responsible for assigning the value.

Can I modify an existing Job Code?

Yes, you can modify an existing Job Code, but be

Resources

- [Bureau Support Staff](#)

Note: documents in Portable Document Format (PDF) require Adobe Acrobat Reader 5.0 or higher to view, [download Adobe Acrobat Reader](#).



HRConnect 9.2 Upgrade Spotlight Approval Workflow Engine (AWE)

Flipped Classroom Activity



HRConnect for Employees

Section 02: Personal Data Management

Change Name – Activity

Scenario: Jane Sylt recently married and, as a result, changed her legal last name to Green. She now needs to update her record in HRConnect via the Personal Data tab.

Activity Notes:
New Last Name = Green
Reason = Marriage

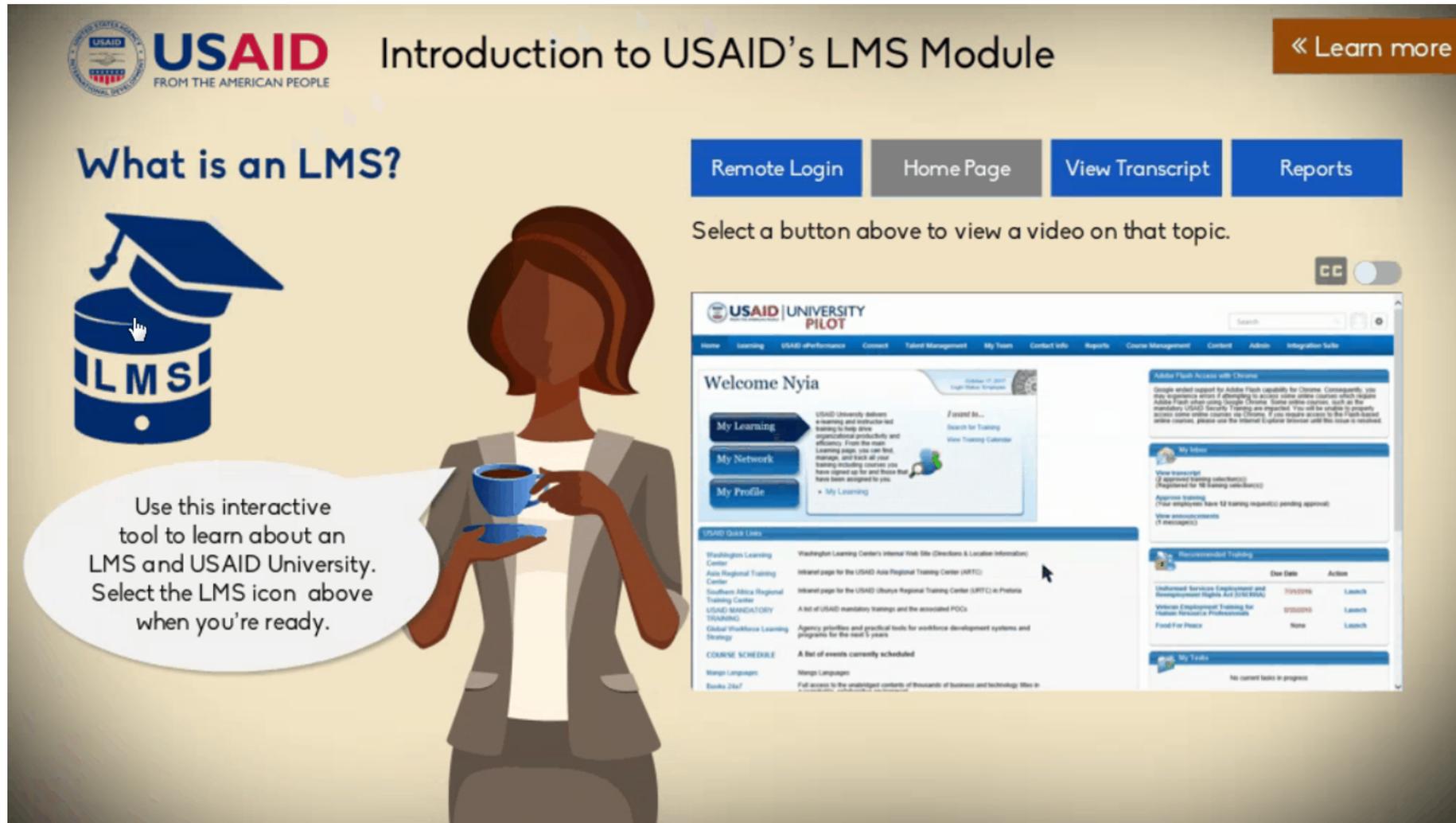
[▶ Begin Activity](#)

[↻ Return to List](#)





Interactive Landing Page



USAID FROM THE AMERICAN PEOPLE

Introduction to USAID's LMS Module

[« Learn more](#)

What is an LMS?



Use this interactive tool to learn about an LMS and USAID University. Select the LMS icon above when you're ready.

[Remote Login](#) [Home Page](#) [View Transcript](#) [Reports](#)

Select a button above to view a video on that topic.



USAID UNIVERSITY PILOT

Welcome Nyia

My Learning

My Network

My Profile

USAID Quick Links

Washington Learning Center	Washington Learning Center's Internal Web Site (Directors & Location Information)
Asia Regional Training Center	Internal page for the USAID Asia Regional Training Center (ARTC)
Southern Africa Regional Training Center	Internal page for the USAID (Africa) Regional Training Center (SRTC) in Pretoria
USAID MANDATORY TRAINING	A list of USAID mandatory trainings and the associated PDCs
Global Intelligence Learning Strategy	Agency priorities and practical tools for workforce development systems and programs for the next 5 years
COURSE SCHEDULE	A list of events currently scheduled
Manage Languages	Manage Languages
Books 24x7	Full access to the unabridged contents of thousands of business and technology titles in a convenient, online web environment

Recommended Training

	Due Date	Action
Unfurnished Services Employment and Reemployment Rights Act (USERRA)	11/02/2016	Launch
Violence Employment Training for Human Resource Professionals	07/02/2016	Launch
Food For Peace	None	Launch

My Tasks

No current tasks in progress

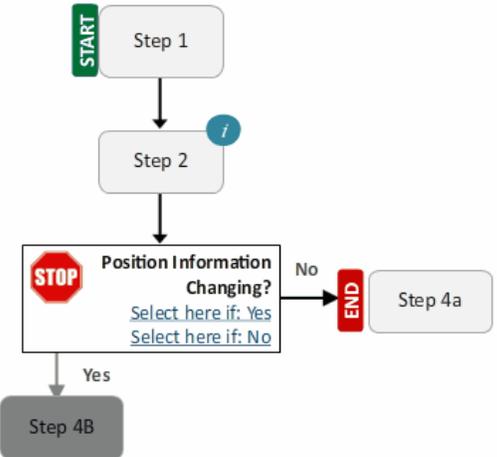
System/Process Map



HRC: Corrective Processing

INSTRUCTIONS FOR INTERACTIVE PROCESS MAP

1. Begin at **START** and follow the arrows.
2. Upon reaching a **STOP** decision point, select “Yes” or “No” to highlight or grey out paths.
3. Continue until reaching a step labeled: **END**.



Some steps contain ancillary information. If present, select the icon to access this information.

Additional Information: 

Audio Clip: 

Video Clip: 

Roles are labeled on the left sidebar. Colored “swim lanes” separate tasks by role.



Go to Before BEAR Process Map Go to After BEAR Process Map Which do I choose? 