

STARTING POINT	RESOURCES CHECK <i>WHAT IS AVAILABLE AND WHAT DO YOU STILL NEED?</i>	DIDACTICAL STEPS FOR VIRTUALISING WBL CONTENT	FINAL THOUGHTS
<p><b>Why do I want to virtualise my work-based training offers?</b></p> <ul style="list-style-type: none"> <li>○ I want to add digital elements</li> <li>○ I need to because of external circumstances</li> </ul> <p><b>For how long do I plan to use the digital means?</b></p> <ul style="list-style-type: none"> <li>○ Only short-term, just to bridge the time until I can go back to F2F training</li> <li>○ Medium-term or not sure, if it works great, I may keep using some contents</li> <li>○ Long-term, I want to continue to use virtual elements in my training</li> </ul> <p><b>What do I want to virtualise?</b></p> <ul style="list-style-type: none"> <li>○ Communication with learners?</li> <li>○ Tasks for self-directed learning?</li> <li>○ Real content/lectures?</li> <li>○ Whole process?</li> </ul> <p><b>Who exactly is the target group of your virtual WBL content?</b></p> <ul style="list-style-type: none"> <li>○ Make sure to offer content tailored to the needs of your learners. First year WBL learners need a completely different approach than final year learners.</li> </ul>	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>○ Do you have the necessary infrastructure available?</li> <li>○ Are you in home-office or can you access the facilities at your company?</li> <li>○ Do you need to make any special appointments or follow any regulations with other colleagues?</li> <li>○ How can you assure the accessibility to your content for all your learners?</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>○ Do you have the necessary hardware available? For you as mentor and for your learners? What would you need to purchase?</li> <li>○ Do you have the necessary software at hand? Do you need licences as mentor or also for the learners?</li> </ul> <p><b>Time</b></p> <ul style="list-style-type: none"> <li>○ How much time would you need to implement the virtualisation? Is it only the setup of a digital communication structure or do you plan to digitalise in-depth contents?</li> <li>○ Do you have the timely resources available? How can you make time? Is there maybe a more efficient solution?</li> </ul> <p><b>Competences</b></p> <ul style="list-style-type: none"> <li>○ Do you already have the necessary competences to virtualise your WBL content?</li> <li>○ What additional competences would you need? How can you acquire these competences? Is it possible to acquire the competences through self-directed learning through tutorials?</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>○ Are you working alone to virtualise the WBL content or do you need to collaborate with other colleagues/mentors?</li> <li>○ If you need support in the implementation (e.g. ICT/IT staff), do your supporting colleagues have timely resources to provide you with the help you need?</li> </ul> <p><b>Financial Resources</b></p> <ul style="list-style-type: none"> <li>○ Do you need to purchase equipment or software licences?</li> <li>○ Do you have the necessary budget available?</li> <li>○ Who do you need to contact in order to permit the purchase?</li> <li>○ Make a general estimation: how much budget do you need?</li> </ul>	<ol style="list-style-type: none"> <li>1. Outline the content you want to virtualise. Split it up in sessions of max. 60-90 minutes at a time to cater to the concentration and attention span of your learners.</li> <li>2. Define learning goals for your learners (what is your learner able to do after finishing the training content). If necessary, define sub-goals and split up the content even more.</li> <li>3. Create a red thread that leads through the content, ideally step-by-step from start to finish. How will you know that your learners have finished the learning session?</li> <li>4. Choose the most suitable digital delivery method and complementary software tools.</li> <li>5. Create the content according to your plans. Make sure that your content engages the learners actively.</li> <li>6. Create an assessment suitable for your WBL content, for example a quiz. Or should your learners upload a photo of a project they created? It is up to you!</li> </ol>	<ul style="list-style-type: none"> <li>○ Is your WBL content attractive and digestible for your learners? Does it feature a mix of media, visual elements? If it is just text-based, try to spice it up by using another digital method or by adding some loosening elements.</li> <li>○ Is your WBL content motivating for your learners? Is the workload feasible in the estimated amount of time? A joke here and there can make a huge difference in motivating your learners to keep going.</li> <li>○ Gather feedback from your learners to make sure to neither overwhelm nor underwhelm your learners. Especially in the beginning, you may need to keep close contact to the learners in order to assess if your learning content is offered in a suitable way.</li> <li>○ Try the WBL_GOES_VIRTUAL training programme and the online toolbox for additional information and support</li> </ul>