eLearning Tips Template
By an Instructional Designer

Define Your Learning Objectives ☐

👉 Pro Insight: Objectives drive every design decision. If they're vague, your training will lack direction.

Know Your Learners ☐

👉 Pro Insight: Many companies skip this step—resulting in training that's irrelevant and ignored.

Keep Content Bite-Sized ☐

👉 Pro Insight: Microlearning is easier to update and more engaging for busy professionals.

Make It Interactive ☐

👉 Pro Insight: Interactivity isn't about fancy tech—it's about giving learners a reason to think and apply.

Apply Adult Learning Principles ☐

👉 Pro Insight: Training feels like a burden if it doesn't connect to real-world problems.

Build for Retention ☐

👉 Pro Insight: Retention strategies reduce wasted training dollars by ensuring learners remember and use what they learn.

Test & Iterate ☐

👉 Pro Insight: Continuous improvement keeps training relevant as your business changes.

Measure Impact & Success ☐

👉 Pro Insight: Measuring impact turns training from a cost center into a value driver—and helps secure buy-in for future programs.

⚡ **Final Note from an Instructional Designer**

This guide gives you the starting framework for effective eLearning—but it's only the beginning.

A professional instructional designer can:
- Translate objectives into storyboards & engaging modules
- Create interactive simulations that drive behavior change
- Ensure training is scalable, accessible, and measurable

👉 Want to take your training further?
Free Consultation at vlarsen@larsendesigned.com