

TIP SHEET

115 TIPS FOR BLENDED
LEARNING SUCCESS



BLENDED LEARNING - 115 TIPS FOR SUCCESS

Blended learning combines online learning activities and in-class face-to-face interactions into a seamless and complementary learning experience.

The beauty of blended learning is that you don't have to choose between face-to-face training and self-paced learning. As a result, you can combine the benefits of synchronous and asynchronous training.

Blended learning expands your options for reaching learners and helps make your training strategies more effective. In fact, a recent study shows that **59%** of teachers reported that their students were more engaged to learn in a blended learning environment.

Are you ready to harness the power of blended learning? Our 115 tips will get you off to a flying start!

Design Your Blended Learning Approach

1. Developing a successful blended learning programme starts with the end results. Take some time to think about the goals and purpose of your training programme. This helps you to define your measurable outcomes.
2. Similarly, you need to define what success looks like for your organisation in order to tie your objectives to larger company initiatives.
3. And just like any other learning programme, your blended learning approach should start with an in-depth [training needs analysis](#).
4. Determine what type of blended learning fits your training needs. There are four generally accepted models: hybrid flexible model, rotation model, enriched virtual model and à la carte model.
5. Always think about your learners and their needs and preferences when designing your strategy. You can use surveys to understand them better. This will help you to create a blended learning approach that fits your audience and their background.
6. Review your existing learning objectives and determine if they are suited to your chosen blended learning approach. Make sure to adjust your goals accordingly.
7. And make sure to plan how you will assess the success of each of your learning objectives.
8. Then determine your optimal content delivery strategy. You need to identify what mix of delivery methods is the best way to disseminate your training content to your audience.
9. The core principle of blended learning is to ensure all components work in harmony to achieve the learning outcomes you are hoping for. As such, determine what elements are best taught online and which ones are most suitable for face-to-face sessions.
10. Make sure your online learning approach complements your formal face-to-face training. This helps create an effective blended learning approach that cements information in your learners' long-term memory.
11. We recommend focusing the in class parts of your blended learning programme on the skills that require the most practice and immediate, personalised feedback. This way, you can make sure you use your instructors' time for what is hardest to replicate in online learning.
12. However, don't shy away from trying new teaching techniques and content formats. Testing and trialling is the best way to find the right blended strategy for your learners and organisation.
13. A blended learning approach is likely new to your organisation. As such, make sure your learners understand what a blended learning approach means and highlight the value of self-directed learning.



14. Take advantage of the wide range of different online training methods to reach and attract all learners. After all, we are all individuals and have different needs and preferences when it comes to learning.
15. **Crafting learner profiles** helps you create a blended learning strategy that encompasses all your learners and not just a select few, as you can identify how your learners access information and engage with content.
16. Keep your short and long-term goals in mind when you map your learner journey. Create a set of milestones that have to be achieved by your trainees before, during and after the course.
17. Marketing your initiative beforehand will help build enthusiasm around your training, while allowing you to set clear expectations. In a nutshell, it's an opportunity to highlight the benefits of your blended programme and generate learner buy-in.
18. On-demand learning requires just as much teaching and learning as 'live' training interventions. As such, don't try to cram too much information into your hybrid model. Be aware of your learners' attention spans and try to cater to them.
19. In fact, tagging online activities onto a traditional face-to-face course just adds to everybody's workload. In some cases, this may be unnecessary. You should start creating your blended course with a complete redesign, where you select the time and place for each training component.
20. Course design is key. Starting by writing student-centred learning outcomes will help you determine a good balance between online and face-to-face sessions and how these are connected together.
21. For instance, have learners use the resources available in the self-paced lessons to become familiar with knowledge or skills. Then schedule a live session where they can apply those skills.
22. Rotating independent online study and face-to-face sessions helps you to create an effective blended learning approach. Switching back and forth between modes can keep learning fresh and engaging.
23. Rotating content delivery also allows students to get the best possible support. They can explore content online and ask more in-depth questions about it during face-to-face sessions.

Introduce Effective Learning Technology

24. Choose learning technology that fits your level of technical expertise and can be supported through your IT infrastructure. Alternatively, ensure you will receive all the support you require from your technology vendor of choice.
25. Start by ensuring you have a well-thought-out and established IT network to get your blended learning approach off to get a head start.
26. Then identify which tools and technologies are best suited to implement your blended learning vision. But make sure to match your tools to your learners and your trainers.
27. Analysing your audience helps you to determine how tech-savvy your learners are. You might need to include tutorials or game-like icebreakers to get your learners familiar with the technology they are using.
28. And, of course, make sure to train your L&D teams and staff appropriately. Without adequate technical skills, they cannot help your blended learning programme to flourish.
29. A learning management system (LMS) allows you to gather all training material in one centralised location. It helps you to bring together both types of training into one seamless course.
30. You can even use your LMS to deliver web conference events for instructor-led training if you cannot deliver it face-to-face. Or alternatively, you can manage your classroom events through your LMS.
31. However, with so much technology at our fingertips, it's hard not to get carried away. Make sure the learner experience is easy and straightforward.
32. And remember, maintaining and embracing a strong classroom culture is vital. You should focus on mirroring these cultures within your online training.
33. Learning technology helps you to create an agile learning experience. For instance, moving your assessments online will allow you to provide instant feedback to learners.
34. In fact, learners can upload all their assessments directly to your LMS, where your assessors get a notification telling them they've got something to mark.
35. This helps you to automate the assessment process and have a clear record of learner progression, with fewer resources.



36. On top of all that, classroom management functionality on your LMS can make the administration process a lot easier. After all, this provides you with an easy way to manage course enrollment, attendance registers, waiting lists, resource allocation and more through your online platform.

Create Interactive Classrooms

37. Make sure to incorporate online learning technology in your classroom activities to maximise effectiveness and produce better results.
38. Sharing your online assessment results with in-class instructors will help you to highlight potential focus areas for your classroom event.
39. You can also use your online learning platform to release learning objects before, during and after your classroom event takes place.
40. You can even introduce happy sheets or feedback forms to your classroom events and release them through your online platform at the end of the class. This helps you to learn what worked and what could be improved.

Unleash the Power of Mobile Learning

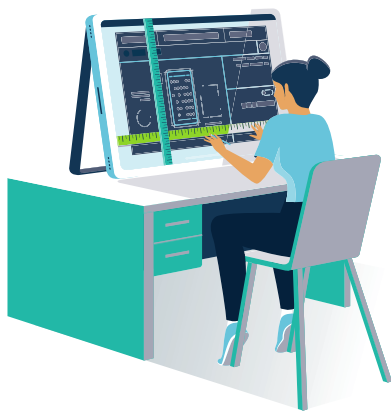
41. Don't limit your learning technology to a learning management system. Adding a mobile application helps you to ensure you can provide anytime and anywhere training.
42. After all, making learning experiences accessible at the point of need is one of the most important aspects of a successful blended learning approach.
43. Modern learners expect real-time learning experiences with immediate results. By ensuring that the digital element of your blended learning programme has a mobile-first design, your learners can take full advantage of the training offered.



44. Mobile-friendly training programmes also boost productivity, as greater flexibility increases learner engagement.
45. Use push notifications on your app to reach your learners. They are a great way to remind your learners of the content they need to complete online before their next face-to-face session.
46. And remember to keep your self-paced learning bite-sized. In fact, microlearning and mobile learning are a match made in heaven.
47. Microlearning approaches fight disengagement by using short learning interventions that are easy to consume. After all, information is easier to take in and remember when presented in small, digestible chunks.
48. Microlearning units typically last 5-10 minutes. Keep that in mind when designing your content.
49. Make sure each session focuses on just one topic or skill to get optimal outcomes.

Focus On Your Content

50. Take advantage of your pre-existing training content.
51. However, you should also recognise that some of your existing training material might not suit your new training approach. As such, creating a content inventory will help you to identify what content needs updating to fit the bill.
52. One of the biggest challenges L&D departments face is rolling out engaging and compelling blended learning programmes to their time-poor learners. Video-based learning is an excellent way to combat this issue.
53. Make your content more engaging and memorable by moving outside the traditional media box and by varying your content format.
54. Enriching your blended learning content with appropriate images, audio, and video will add variety and impact. And it will make the content curation process more pleasurable too!
55. And, of course, remember to add required content to each learning Level. In the world of online learning, 'levelling-up' means progressing to the next stage of our personal development. As such, without completing the required content, your end-users won't be able to level up in their learning journey.
56. Recommended or optional content, on the other hand, lets learners investigate topics that make them curious and spark their interest.
57. In addition, providing additional resources will help you to increase knowledge retention and knowledge application.



58. When designing your online content, break down your original classroom lectures into short segments, regardless of whether you plan to deliver it through an LMS or mobile application. Remember, small is mighty!
59. Make sure your online and face-to-face content complements each other. Ensure any links are clearly highlighted and avoid mixing messages.
60. For example, consider recording short videos to introduce a new learning topic that learners can watch at home ahead of their face-to-face class.
61. Or alternatively, incorporate technology for knowledge reinforcement. Assign additional online learning content or quizzes to be completed after a face-to-face session.

Personalise the Learning Experience

62. One of the biggest stumbling blocks to blended learning success is assuming that a one-size-fits-all training programme will work. But trust us, it won't!
63. Personalisation helps you to make sure your content is relevant to your learners. After all, we tend to be significantly more motivated by topics that are directly relevant to our lives, needs and interests.
64. People are more likely to remember information they are emotionally connected to. Use blended learning tools to create emotional connection by presenting real-life stories related to the skills.
65. Individuals can only process **four** things at one time. Keep this in mind when designing your online courses. Don't make the mistake of putting everything on one page or trying to squeeze too much into a single unit. Scaffolding information helps to avoid this problem.
66. The best way to do this is to create customised and well-structured learning pathways for your learners.
67. Create more than one level structure to ensure each department, team or individual gets a tailored experience.
68. And make sure your content difficulty progresses according to the level they are on. After all, you wouldn't start your classroom training with your most advanced content.

69. By customising your learning technology solution, you can ensure the training speaks directly to your learners. Just like how you add your company logo and colour scheme to the slide decks you present in a classroom, make sure to add your brand presence to the online elements.
70. Branding both your offline and online training material will help you to create a consistent and coherent blended learning course.

Make It Social

71. Remember that you can, and should, generate interaction and peer-to-peer support in self-paced online learning. While a blended environment means learners can work more independently and at their own pace, it doesn't mean they have to work alone.
72. Using collaboration tools helps you to complement your blended learning approach. Learners can cooperate more informally outside of their classroom training.
73. As such, you should encourage regular social interactions both online and in the classroom. Your LMS or learning technology should offer various social features that enable this.
74. In each module, try to incorporate at least one type of collaborative activity for learners to complete.
75. After all, training is about more than just consuming content. Learners come to meet up, communicate, and build relationships. Adding social features to your LMS helps to cater for that need, even when learning happens online.
76. Building a strong and unified learning culture and community will help you improve engagement and bring better results.
77. Blended learning improves teamwork, fosters collaboration and harnesses intellectual capital. Getting the chance to bounce ideas off of each other is a wonderful way for your learners to develop their working relationships.



78. While it's easy to engage with students in class, connecting with them online can be more challenging. Incorporating a Live Chat into your LMS helps make sure you can respond to their questions and inquiries with the same urgency, even when online.
79. Live Chat is also a helpful tool during group projects. Your end-users can communicate with each other while exploring relevant content to share insights, thoughts or questions.
80. And don't forget about your internal subject matter experts (SMEs). Taking advantage of their expertise will help you to cover all the aspects of an effective training programme. Rely on their expertise during face-to-face training events and make sure they are easily accessible through your learning technology solution.
81. You can highlight your subject matter experts by granting them Expert status. Other users can then find them in your online learning platform's Experts Area, listed by expertise. That way, they can identify the most helpful person for their inquiry.
82. By encouraging your learners to ask them questions in the Experts Area, you can ensure they have easy access to information.
83. Using the Experts Area also gives your training department a better idea of where any skills gaps may lie.
84. You can collect expert answers together and provide an organisation-wide FAQ page. Users will soon learn to head here first if they have a pressing question.
85. Encourage learner-to-learner communication through an organisational social stream. Learners can comment and like each other's posts, which will help you to create a buzzing learning community.
86. In addition, encourage your learners to share wherever possible. For instance, if you task your learners with completing an assignment (such as a video or a presentation), why not ask them to share the output on your social feed? This enables others to review, comment and benefit from the content.
87. Take advantage of user-generated content. By creating Clubs, your learners can share their expertise. These discussion groups then become a library of relevant user-generated content you can add to your training programme.
88. Clubs on your LMS are an excellent way to facilitate student collaboration. They make it easy for learners to work peer-to-peer or in larger groups. As such, Clubs are effective for taking group tasks online.
89. You can also create a Club for each classroom session on your LMS. These Clubs give your learners a platform to discuss the topics both before and after the training session.
90. Make sure to integrate social media into your training programme. Social media plays a huge role in our everyday life. As such, most individuals are familiar with various social media platforms. This enhances collaborative learning and connectivity.
91. Using the Survey tool on your LMS helps you to establish useful insights. You should seek to understand how your learners are feeling about their progression, content and the blended course as a whole. You can then identify learners who are struggling and offer face-to-face support.

Increase Engagement with Gamification

92. As technology evolves, so do the expectations of modern learners. Using new or updated technology and innovations can help to make the experience more stimulating for your learners.
93. But good online learning isn't just face-to-face training put behind a screen. As such, you should leverage highly interactive asynchronous online features to engage your learners.
94. Gamification helps you to go beyond passive consumption of learning by introducing game mechanics to your online learning environment.



95. Gamification gives your students a clear goal to work towards, whether it's winning a spot on the Leaderboard, Leveling up, or earning Experience Points (XP) and Badges.
96. Independent learners still need feedback. Game mechanics help you to guide your learners and provide instant feedback.
97. Gamification also enables your learners to self-assess their progress easily. For instance, they can set themselves Badge or XP targets and seek to claim a certain spot on the Leaderboard. This fuels healthy competition and boosts engagement.
98. Don't limit gamification to your learning technology solution. You can adapt old-school games for classroom use or include digital game elements.
99. You can use the data from those gamified training interventions to drive the limited face-to-face time you have with your learners.
100. You can even use XP instead of grades to mark performance in assessments or quizzes. When all learning activities are tied together, you will see motivation levels soar.
101. It may seem easier to provide recognition during face-to-face training. But make sure to recognise your learners' special efforts both offline and online. You can do this, for instance, by awarding your learners with a unique Praise Badge.
102. Rewards are an excellent way to engage your learners. You can use them to add an extra incentive to your training. We recommend using a Reward Centre, where learners can trade their Badges and XP for real-world Rewards.
103. And, of course, make sure to link these rewards to your organisational objectives or brand.
104. Delivering your training is only half the battle. It's essential to gauge how effective your training is. As such, taking the time to analyse your learner data is crucial to blended learning success.
105. You can use your LMS to push post-classroom assessments that can be accessed on any device. This will help you analyse how your learners are progressing and how well they understand their training content.
106. Reporting tools help you to analyse how well individual learners are progressing through their training programme. You can then offer face-to-face support for learners who are performing below average.
107. Make sure to fill in any knowledge gaps you identify during your reporting and analysis. After introducing the necessary content to bridge those skills, you should re-assess and compare the results.
108. Experimenting with various blended learning activities also helps you to see what works best for your learners and organisation.
109. When evaluating your blended learning programme, make sure you include all aspects of the programme, so that the interconnectedness is not lost. This could include everything from coherence and transference to student participation and conceptual understanding.
110. You should highlight success to key stakeholders within your organisation. This will help you to seek out further budget to keep your blended learning programme going strong!
111. Entering (and ultimately winning) awards for your learning programme is an excellent way to convey the value of your training initiative.
112. In addition, conducting a proper training evaluation helps you to establish a clear ROI on your training initiative. Talking in numbers is a great way to win over your decision-makers.
113. To measure ROI effectively, you need to take a baseline measurement before you begin training. This will help you to measure change over time and highlight the value of your programme.
114. You should also pay attention to user feedback. It's important to give your learners the opportunity to share their thoughts about the effectiveness of your blended learning approach. Their insights might drive your future success.
115. And remember, even after launch, your training programme needs love and attention. Make sure to review your processes regularly to refine your training approach.

Evaluate and Review Your Blended Learning Approach

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Final Words

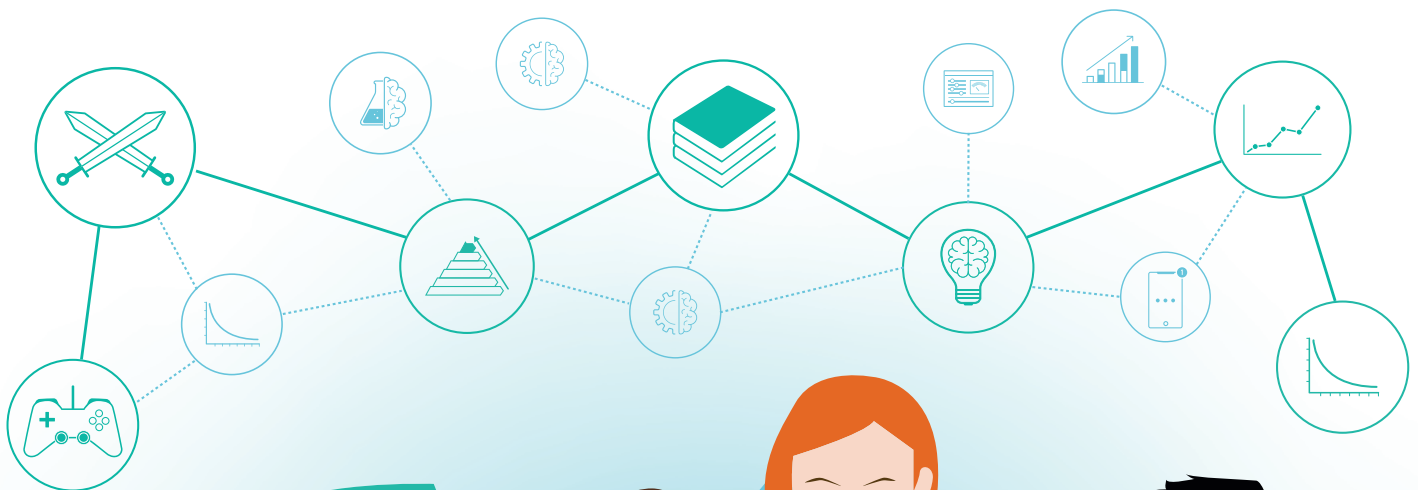
There you have it! 115 top tips for creating a successful blended learning programme. With a blended



approach, you can take advantage of the best of both worlds by combining the powers of traditional and online learning.

Blended learning has many benefits when done correctly! It offers flexibility and convenience and makes training more cost-effective and easier to track. And you can benefit from all the amazing engagement tools learning technology solutions offer.

If you would like to learn more about creating an effective blended learning approach, [contact us today](#). Together we can help you unleash your organisation's full potential!



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