



10 TIPS FOR E-LEARNING SUCCESS

Coming FALL 2012

- 1. Start small.** Everyone who is now comfortable learning online had to start somewhere. The first couple of courses tend to be the hardest, so anticipate extra time as you become comfortable navigating in the new environment.
- 2. Set up your email.** Select one email account as your home base for the course and check it regularly (also check junk mail, in case important messages get filtered out). For a new, free email account, try: mail.google.com/mail/signup
- 3. Arrange Internet access.** You need reliable, ideally high speed, Internet service to access course materials and participate in the discussions. Consider arranging for back-up computer / Internet access in case of computer issues or power outages. Students have successfully completed e-learning courses from home, work, libraries, coffee shops with free Wi-Fi, and Internet cafés.
- 4. Make time.** All learners have other important life roles and commitments. When learning online, it's tempting to try to fit learning into lives that are already full. Be realistic, however, as many courses require 10 or more hours per week. Make sure you fully understand the time requirements for your course and make space in your life to fit it in.
- 5. Get organized.** Creating a schedule will help you to keep track of assignment due dates as well as other responsibilities. If you don't have a dedicated study space, set one up now. Decide how to make your readings easily accessible (e.g., printed, in a binder; bookmarked links on the Internet; saved on your personal computer).
- 6. Practice.** Working online is a learned skill. If you're generally comfortable surfing the Web or using your office's Intranet system, learning online will come quite easily, even in your first online course. If you don't have much experience navigating online, before beginning your course take advantage of tutorials, course handbooks, and technical tips.
- 7. Take notes.** If some of the technology is new to you, you may find it helpful to have some post-its beside your computer to remind you of unfamiliar steps.
- 8. Participate actively.** In facilitated e-learning courses, students confirm that much of their learning occurs in the discussion forums. Participate daily, by reading others' posts and contributing your own thoughts on each topic. Avoid cheerleader posts that don't take the conversation deeper, drive-by posts that come in at the last minute when the discussion is scheduled to end, or over-posting (e.g., mini-essays or cluttering the forum with too many posts rather than clustering your responses).
- 9. Write clearly.** Be concise, using "fat free" language (i.e., Plain English). Avoid acronyms, big words, and long sentences. Use spell-check; proofread your posts before hitting "send."
- 10. Breathe.** As in all aspects of life, things will go wrong; don't panic. Learning is most effective when it's fun. Ask for support when you need it (e.g., student advising, technical trouble-shooting). Let your instructor know if you'll be offline dealing with an unexpected crisis. Your e-learning team knows how challenging it can be when things don't work out as planned.



Check out these upcoming courses; just click on the course names below for more information. For many of our CMPP students, September 30th is your **2-year certificate completion deadline**. Be sure to plan ahead – contact the [Student Advisor](#) for assistance. If you can't make the 2-year deadline you may apply for a certificate extension; however read our [course catalogue](#) for full details.

Keep in mind that we can arrange special sessions, of any course, for intact groups, as well as facilitate workshops on a wide-variety of topics. [Contact us](#) to discuss your options.

Starting soon . . .

- **Researching Workplace Trends, Career Information, and Employment Possibilities - September 5**
- **Developing Programs, Services, or Courses - September 5**
- **CPE 510: Fundamentals of Psychometric Assessment - September 12**
- **Managing Diversity at Work - September 12**

CMPP Courses:

- **Group Facilitation Strategies for Career Programs**
- **Career Development Foundations, Emerging Theories, and Models**

Certificate Courses:

- **Foundations for Practice in Educational and Vocational Guidance**
- **Job Developer**

Short Courses:

- **e-Coaching**

[Click here](#) for our full course schedule

Webinar Recordings:

Missed a webinar? Purchase a CCPA webinar recording for only \$55 (\$45 for CCPA members)

- **Retirement Readiness: Preparing to Become "Semi-Leisured"**
- **Navigating Job Loss: A Puzzling Process**

DID YOU KNOW?



Cannexus 2013 Preliminary Programme Now Available!

The conference is in Ottawa January 28-30. Roberta and Deirdre are presenting; check out the [preliminary programme](#) for other presenters. For more information or to register, go to [Cannexus.ca](#)

Upcoming Conferences

[ContactPoint](#) lists a variety of upcoming conferences relevant to career practitioners. In September, consider attending the [Career Development Mini-Forum](#), the [From Counting People to Making People Count](#) conference, and/or the annual [CACE conference](#).

15% off Career Driver Orders

SkillScan is offering 15% off orders of Career Driver grantable uses and all print assessments until September 15th. Now is a great time to stock up. Place your order at [www.skillskan.com](#).

Darwinian Email Management

Are you struggling to manage your emails? This *MoneyWatch* article discusses a Darwinian approach to email management (i.e., "delete or die"). In this viewpoint, if an email's use isn't immediately apparent or doesn't require an immediate response, you don't need to keep it around; just delete (or archive) it. Read more [here](#).

Get the Life You Love Campaign

This Australian-based initiative seeking to help youth develop skills for managing their career and life was featured in the recent [ContactPoint Bulletin issue](#). Learn more at <http://ncdw.com.au/> or check out their [YouTube](#) channel to view segments from their speakers' series.

NEW RESOURCES

A Magical Guide to Avoiding Plagiarism.

[Click here](#) to see a quick and simple illustration on avoiding plagiarism.



PAR Assessment Toolkit™

Are you tech-savvy? Got a smart phone? Check out [PAR's assessment toolkit app](#) which includes features test administrators use on a daily basis (e.g., normal curve, stop watch), as well as add-ons for scoring assessments such as the NEO™ Personality Inventory-3.

The Lighter Side of Talking in Colour™ Video

Get your copy of the first video from Personality Dimensions at [CLSR](#) today! A great addition for any PD facilitator and/or facilitator-trainer.

CCPA Sponsors "Talking Helps" Website

This new resource provides readers with information on how a therapist can assist them through difficult times. Ideal for clients who aren't sure where to begin, this new resource can help them connect with a certified counsellor in their area. See [talkingcanhelp.ca](#) for more information.

Living On Purpose! A Roadmap to Self-Discovery, Passion, and Fulfillment Webinar

Join Ken Keis on September 6th for a 1.5 hour webinar on career path planning and assessments. To learn more or to register [click here](#).

CONGRATULATIONS



The following students have recently completed their **Employment Facilitation / Work Search Specialist** Certificate: Celina Jerome, Janine Blake, and Verna Pope

The following students have recently completed their **Job Club Coach** Certificate:

- Dora Althaus
- Sullienne Butler
- Tim Clark
- Mark Groulx
- Liliana Lewandow



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