



Learning to Learn eCourse

Module 1: Introduction

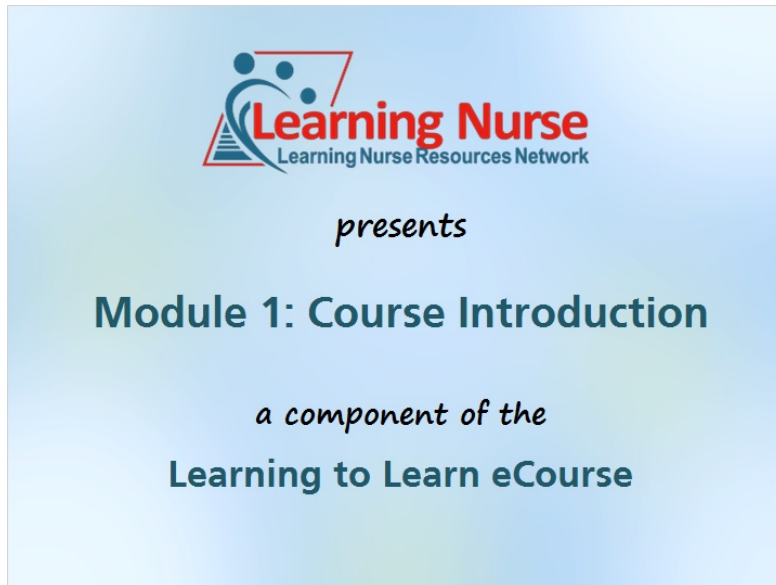
Handout

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Learning to Learn eCourse – Module 1: Course Introduction

1. Module 1: Introduction

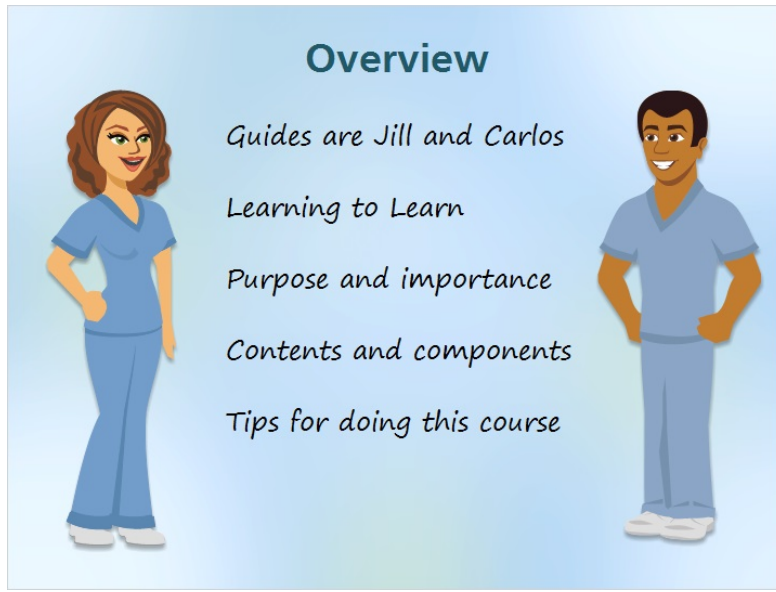
1.1 Welcome



Narration

No narration, only music.

1.2 Overview



Narration

JILL: Hi ... I'm Jill and I have my colleague Carlos with me. We'll be your guides throughout this *Learning to Learn* online course. Are you ready to begin, Carlos?

CARLOS: Hi Jill ... I sure am! What's this course about?

JILL: The purpose of this course is to motivate and help nurses and nursing students embrace lifelong professional learning. Nurses must undertake ongoing professional development and continuing education to develop, maintain and enhance their nursing competence. With the constant changes and advancements in medical knowledge and technology, a nurse's knowledge and skills can soon become outdated.

CARLOS: Well, that makes sense! But what specifically is the course going to teach them?

JILL: That will be explained in this Introductory Module. In the following slides, we will describe the purpose and the importance of this course as it relates to continuing competence. We will then briefly outline the contents of each of the seven course modules. Next, we will look at the different course components and learning activities. And finally we will provide some suggestions on how to get the most from this course.

CARLOS: Sounds interesting. Let's get started.

1.3 Purpose



Narration

JILL: Okay! The purpose of this course is to provide the knowledge, tools and resources to enable nurses to effectively and efficiently develop, maintain and enhance their professional competence throughout their careers.

CARLOS: And how will the course do that?

JILL: Module 2 describes how to develop and implement a continuing competence program. A continuing competence program is a structured and organized approach to ensuring that nurses stay competent in their profession. It consists of six steps starting with identification of professional development needs, and ending with documentation and reporting.

CARLOS: That sounds like it will be very useful? What else?

JILL: Module 3 that will discuss digital learning. Here we will examine the latest information technologies that affect learning, teaching and research. We will discuss some ways to make the best use of these tools in our professional learning.

In Module 4, we will cover some ways to improve the effectiveness and efficiency of our learning and studying. The topics will include organizing, scheduling and effective study habits as well as dealing with distractions and taking personal care of yourself.

And in Module 5, we will explain some of the risks and dangers associated with digital learning technologies, and ways to protect yourself.

And Modules 6 and 7 consist of further resources and a final exam.

1.4 Importance

Importance of Course

- More efficient and effective learning*
- Constant changes & developments*
- More responsibilities / obligations*
- Reduce stress and pressure*
- Increase personal & professional productivity & satisfaction*



Narration

JILL: Now let's discuss why we believe this course is important and needed.

CARLOS: Jill, I don't mean to be disrespectful. But I do have a question.

JILL: Yes?

CARLOS: Well, let's see. I spent one year in nursery school, another year in kindergarten, twelve years in public school, and another four years getting my nursing degree. I believe that makes a total of 18 years! In addition to that, I have attended countless workshops, seminars, conferences, and other learning activities. Don't you think that educated nurses like me have already figured out how we learn best?

JILL: That is a very good question Carlos. Let me answer that by asking you a question. Are you 100 percent confident that your learning and study methods are as effective as they can be?

CARLOS: *[after a 3 second pause]*. Well, when I think about it, and if I am truly honest with myself, the answer has to be a "No". I procrastinate, am easily distracted and do waste a fair amount of time.

JILL: So you would agree that you and other nurses probably could benefit from learning to learn more effectively?

CARLOS: Yes, I would.

JILL: Let me ask you another question? Are you still using the same learning strategies you did in nursery school and/or high school?

CARLOS: Of course not!

JILL: Why not?

CARLOS: One reason is that the content and demands are much more complex and sophisticated. The other big reason is the proliferation of technology. Knowledge and information are now mostly available through the Internet. This is having a huge impact on education, teaching, learning and research.

JILL: This constant change and advancement in technology is likely to continue. So professionals will have to adapt and learn how to use it for their continuing competence.

I have one more question for you.

CARLOS: Yes?

JILL: Do you have as much time and energy for learning now as a fully employed nurse compared to when you were a student?

CARLOS: Are you kidding me? I work 12-hour shifts and am totally exhausted at the end of the day and on my days off! Also, I now have two children who seem to be fully booked with school activities, sports and music lessons! Needless to say, finding the time and energy to devote to professional development is a real challenge!

JILL: So would you agree with me that by acquiring knowledge and skills that will improve the effectiveness and efficiency of your learning and studying is a useful exercise?

CARLOS: Yes I would! Being a more effective learner certainly will reduce the stress in my life.

JILL: So is it possible that this course may contribute to your increased personal and professional productivity and job satisfaction?

CARLOS: Yes it could. Okay Jill, you made your point! I'm convinced. So let's go on!

1.5 Contents



Course Contents

Seven modules on the following topics:

1. Introduction
2. Continuing competence
3. Digital learning
4. Learning strategies
5. Risks and dangers
6. Related resources
7. Evaluation and references

Click on the ? for a detailed list of topics in that module.
When done, click **NEXT** to continue to the next slide.

Narration

JILL: We shall now take a look at the seven modules that make up this course. Let's do this one together. You start.

CARLOS: Sure thing. Module 1 is the course introduction, which we are doing now.

JILL: Module 2 is about continuing competence. The topics that will be discussed are how to implement a six-step continuing competence program and the many different ways to learn.

CARLOS: Module 3 is about digital learning. The topics include such things as digital literacy and learning, benefits and challenges, finding learning resources, and an overview of digital learning technologies.

JILL: Module 4 is about effective learning and study strategies. We will discuss topics such as learning styles; organizing your learning activities; managing distractions and personal wellness.

CARLOS: Module 5 is about the risks and dangers associated with online learning.

JILL: Module 6 consists of links to related external resources. These include learning styles and time management self-assessment tests, and related videos.

CARLOS: And finally, Module 7 is the final course exam and references. For more details on each module, click on the blue icons.

1.6 Components

Course Components

Variety of learning approaches:

- *narrated video presentations*
- *quizzes*
- *podcasts*
- *handouts & notes*
- *interactive exercises*
- *final examination*
- *other resources*



Narration

CARLOS: Jill ... there IS more to this course than just having the nurses listen to you and me, isn't there?

JILL: Yes there is, Carlos. In addition to our narrated video presentations, there are quizzes at the end of each module to assess understanding of the topics covered. For auditory learners, there are podcasts of our presentations.

Handouts for each module make it easier to follow along, and to learn offline. To make things a bit more interesting, there are also flash-cards and other interactive exercises. A final exam with a Certificate is included for those that want to use this course for their continuing education or continuing competence credits. And lastly, we have identified a number of other excellent videos on learning techniques, time management and taking online courses.

CARLOS: Great! It appears that this course has a variety of approaches to learn about effective professional development. Good thing ... I don't want to feel solely responsible for anyone's learning success.

JILL: Me neither!

1.7 Tips

Tips for Effective Learning

To get the most from this course:

- *use player controls*
- *print out handouts*
- *pace yourself*
- *watch the other videos*
- *do quizzes and activities*
- *repeat, review and refresh*



Narration

JILL: To conclude this introductory module, here are some brief tips on how to get the most from this and other similar courses. We will cover this topic in much more detail in Module 4. Our first recommendation is to use the player controls smartly. You can Pause a slide, Replay it or use the menu to go directly to another slide. The player features give you total control over the path and pace of your learning! Take our one-minute tutorial to familiarize yourself with the player controls.

CARLOS: Our second suggestion is that BEFORE you view a video, print out the handout for that module. The handout provides you with a copy of the slides and our narration. This makes it easier for you to follow along. Remember you can *Pause* the presentation at any time! Pause the video if you want to review what we said, to make notes, or simply want a moment to think about it.

JILL: There is a lot of information in this course! Do not try to do the course all at one sitting. We learn better, and remember more, if we pace ourselves. Being online, this course and its components are available any time and at any location where there is an Internet connection.

If you are using a tablet or smart phone, you can download the videos and online quizzes to work on them without being connected to the Internet. You can also download the podcasts for offline listening. With so many options, you can learn at your own convenience and at a pace that is most comfortable for you.

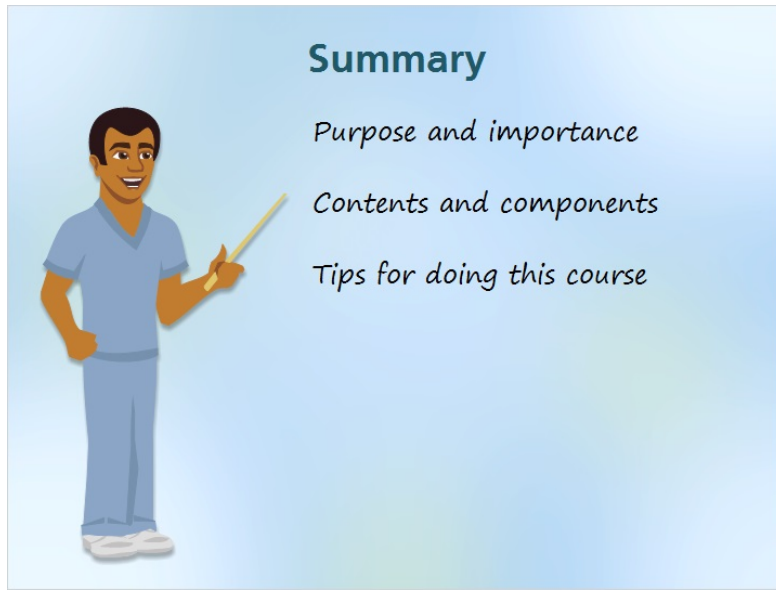
CARLOS: Your learning will be more successful if you do more than just listen to us! Watch the videos listed in the Resources module. Be sure to do the quizzes and interactive activities. They are fun, engaging and will help you learn better and remember more!

JILL: Our last tip is to periodically return to repeat all or parts of this course. Reviewing will be especially useful in those areas where you may be having difficulty with your learning. Do the final exam, module quizzes and interactive exercises periodically to assess and monitor your knowledge.

CARLOS: Hey Jill. Those are some pretty good tips!

JILL: Yes, they are. I hope that people will keep them in mind as they work through this course.

1.8 Summary



Narration

JILL: This brings us to the end of this presentation. Carlos, why don't you briefly summarize what we covered in this introductory module?

CARLOS: Sure, I would be happy to do that. We began by describing the purpose of this course, which is to help nurses and nursing students learn more effectively to develop and enhance their professional competence. We then discussed the reasons why this course is needed – to improve the effectiveness of learning and professional development within a constantly evolving technological and work environments and family demands.

We next described the contents of the seven modules that make up this course. This course has several different components including these narrated videos, quizzes, podcasts, interactive activities and a final exam. We ended this presentation with several suggestions about how to get the most out of this course.

JILL: Great! I'm Jill ... along with Carlos. We see you again in the next module.

CARLOS: Bye!

1.9 The End



Narration

No narration, only music.