



# MicroLearns

Tiny Lessons. Big Impact.

White paper

Safetrac

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# Introduction

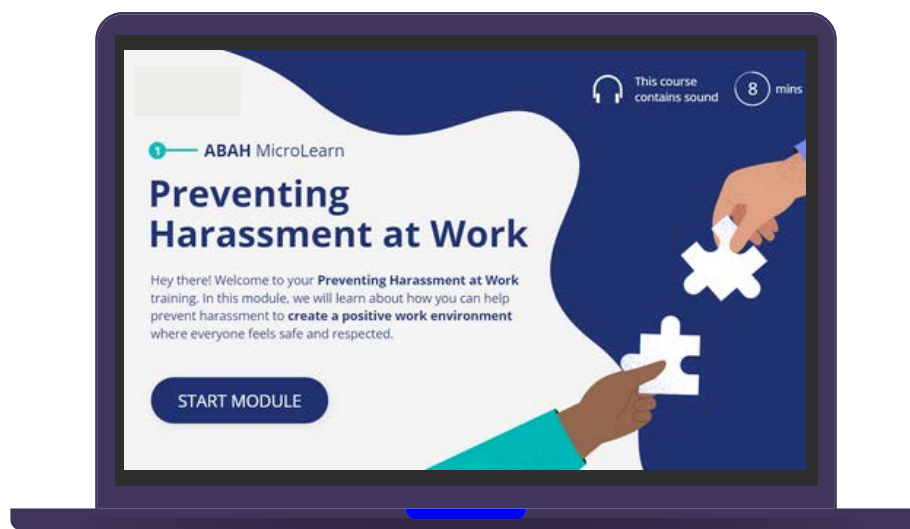
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Unlock the power of rapid, focused, and easily digestible knowledge with microlearning, a transformative approach that seamlessly fits into your busy life.

# Defining microlearning

Microlearning is a method of acquiring knowledge by delivering small, easily digestible pieces of information. These bite-sized portions are concise and laser-focused, allowing for quick absorption, often in just a matter of minutes. Microlearning takes various forms, including short videos, informative images, brief quizzes, podcasts, and interactive modules, accessible through various digital platforms. The core concept behind microlearning is to simplify complex subjects by breaking them down into manageable, bite-sized components.

It caters to individuals who prefer rapid learning and have limited time. In contrast to lengthy hour-long classes or training sessions, microlearning provides brief lessons that impart specific knowledge without disrupting your day or overwhelming you. It's a form of training that is concise, focused, relevant, integrates technology, adjusts to the learning context, and includes assessments to measure progress.



Microlearning is the art of knowledge delivery in bite-sized, digestible portions, making learning an instant, seamless experience in the digital age.

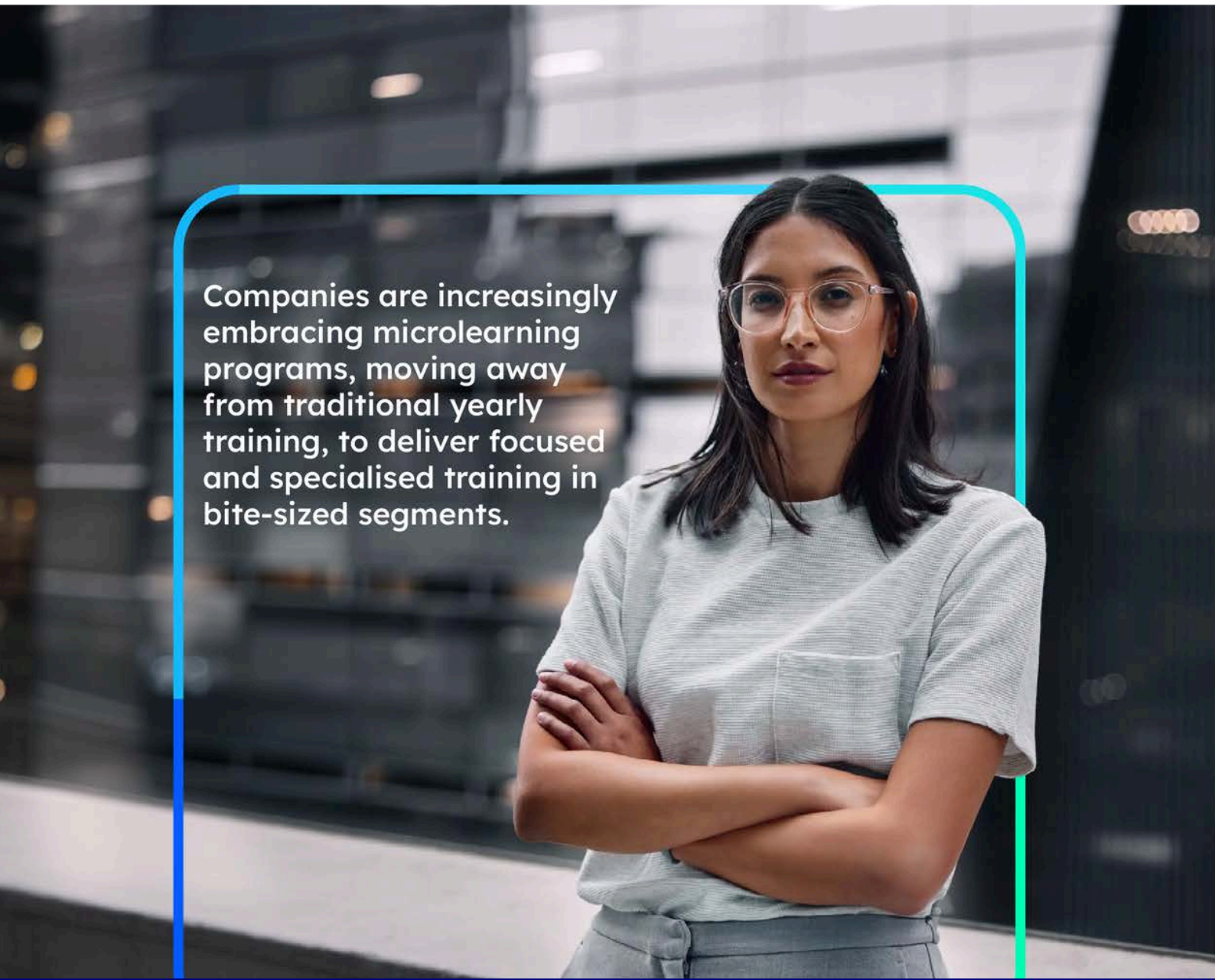
# Importance and Relevance of MicroLearning

Microlearning shines as an effective approach in compliance training by targeting specific tasks and concepts, ensuring that crucial information sticks with learners. Furthermore, it provides the flexibility of self-paced learning, making it exceptionally convenient and accessible. Let's explore a few compelling reasons why microlearning holds tremendous relevance for compliance training.





The traditional yearly training method is fading away. Companies are now shifting towards microlearning programs, which concentrate on providing training in small, specialised sections. This change aims to guarantee that the compliance program remains effective and pertinent to employees. As we use digital devices more and work from different places, microlearning is becoming more popular. It helps us learn despite our busy schedules and keeps our skills set sharp. It's a practical way to learn a little every day.



**Companies are increasingly embracing microlearning programs, moving away from traditional yearly training, to deliver focused and specialised training in bite-sized segments.**

# The science behind it

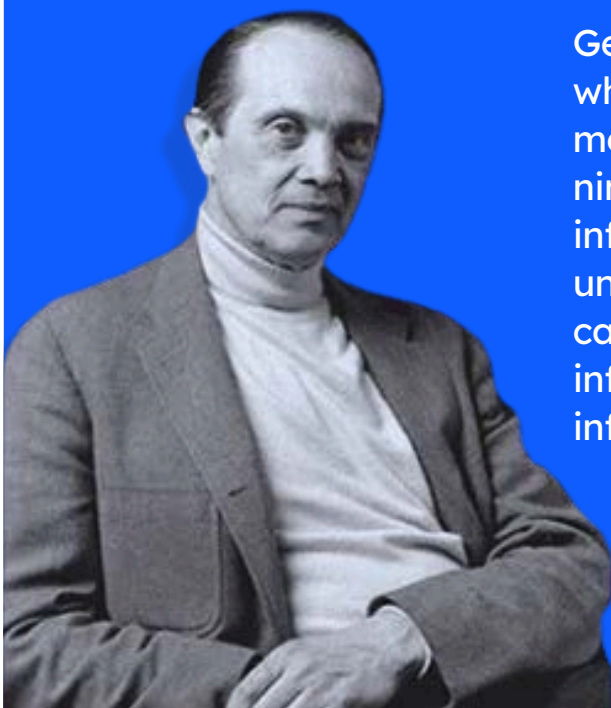
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Microlearning is rooted in principles from cognitive psychology and neuroscience, which shed light on how the human brain processes and retains information efficiently. Two fundamental concepts in the science of microlearning are cognitive processes and the spacing effect.

# Cognitive process and chunking

Cognitive processes play a crucial role in compliance training, guiding how we learn, think, and solve problems. In this context, the concept of "chunking" is particularly important. Chunking involves taking complex compliance information and dividing it into smaller, digestible parts or "chunks." These smaller chunks are easier for individuals to process and retain.

Given that our brains have limited capacity for information, microlearning techniques in compliance training leverage chunking to enhance learning outcomes. By breaking down complex regulatory details into manageable segments, learners can focus on and comprehend each piece of information without feeling overwhelmed or overloaded. This approach optimises the effectiveness of compliance training and ensures better understanding and retention of critical information.



George Miller was a psychologist who theorised that short-term memory can hold between five and nine pieces of information. This information can be stored in single units called bits or in groupings called chunks. Creating chunks of information allows you to hold more information in short-term memory.

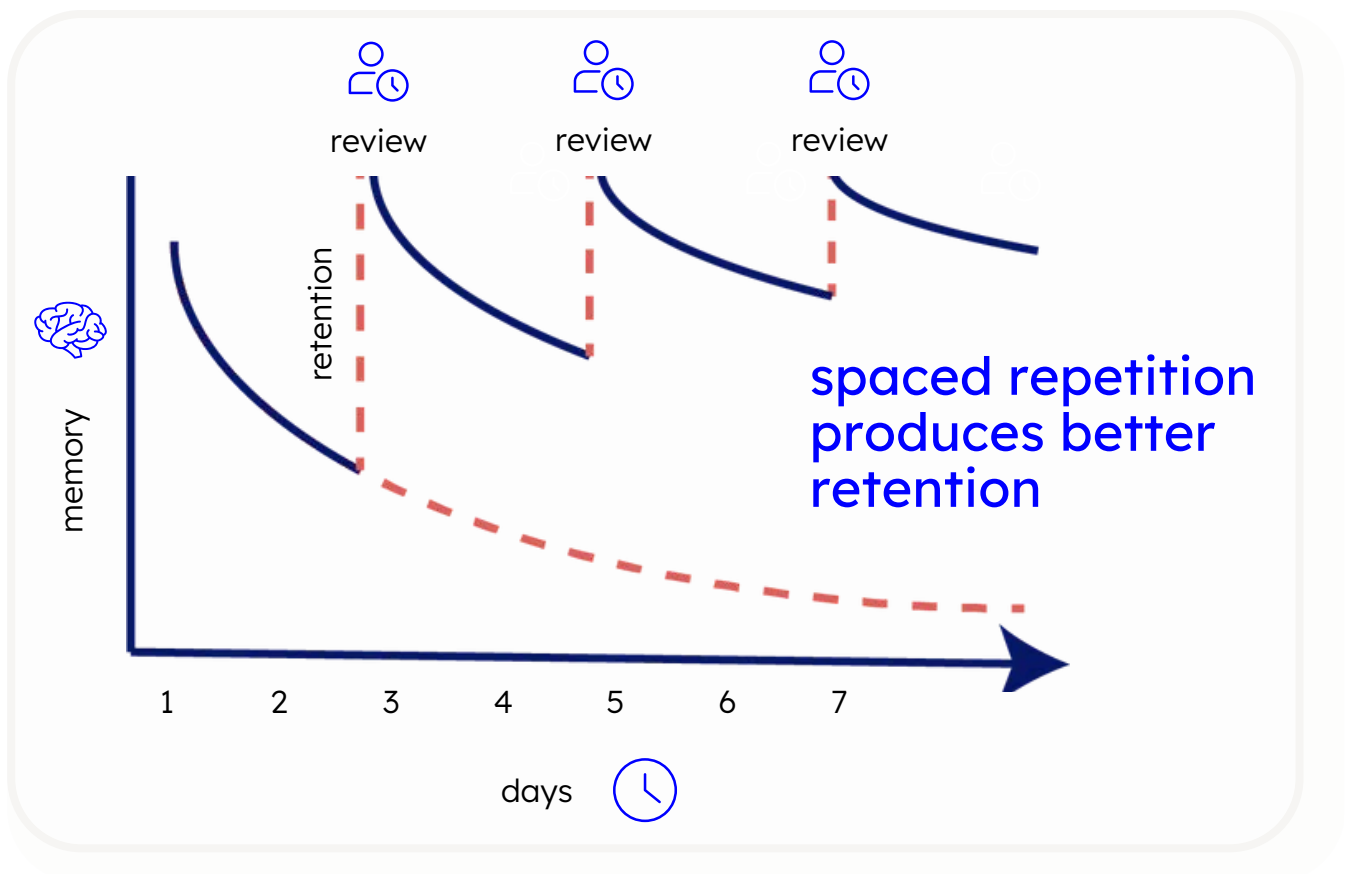


# Memory retention

In the world of compliance training, retaining knowledge is paramount. Microlearning is your ally in achieving this goal. Let's introduce you to a fascinating concept known as the spacing effect, which is all about timing you're learning.

The spacing effect teaches us that we remember information more effectively when we revisit it at different intervals, rather than attempting to cram everything in at once. This principle aligns seamlessly with microlearning's approach, as it delivers bite-sized pieces of information regularly.

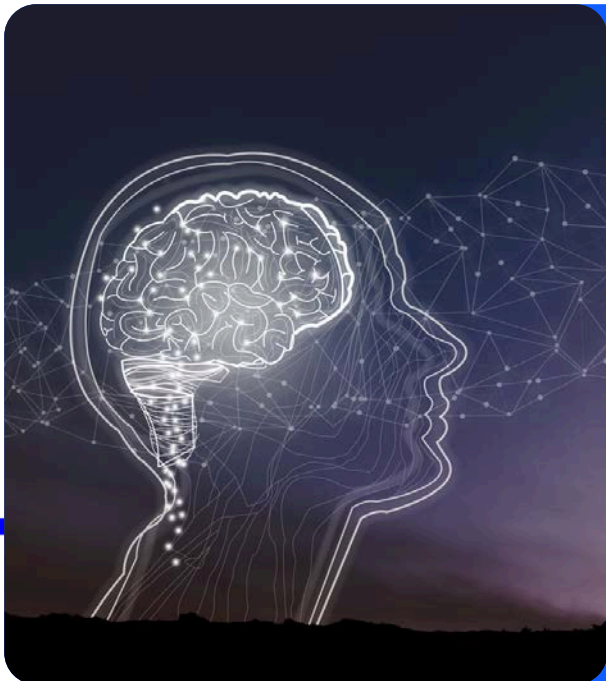
When you engage in microlearning for compliance training, you're harnessing the power of spaced repetition. This strategy leverages your brain's ability to reinforce memories when you revisit information over time. That's precisely why microlearning stands out as an excellent tool for ensuring you remember and retain what you've learned in compliance training.



# Driving behavioural change through microlearning

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Behavioural change is a central goal of the microlearning concept. By delivering small, focused, and easily digestible content, microlearning aims to influence learner behaviour positively. Short, impactful modules can address specific behaviours or skills, promote regular practice, and provide immediate feedback, all of which contribute to more effective learning and the desired behavioural changes.



Microlearning revolutionises learning by strategically delivering concise and impactful content.

# The power of microlearning

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Microlearning delivers on learners' expectations by offering employee benefits such as faster completion rates and knowledge retention, while organisations reap advantages like enhanced employee performance, increased productivity, and greater workforce agility.

# Learners expectation

Learners have specific expectations when it comes to microlearning, and understanding these expectations is crucial for designing effective microlearning experiences. Here are some learner expectations and how microlearning aligns with them:



## Convenience

Learners expect training to be convenient and accessible. Microlearning meets this expectation by providing short, easily consumable modules that can be accessed anytime, anywhere, on various devices.



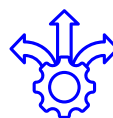
## Engagement

Employees expect training to be engaging and interactive. Microlearning often incorporates multimedia elements like videos, and interactive scenarios, which enhance engagement and keep learners interested.



## Relevance

Learners want training that is relevant to their job roles and responsibilities. Microlearning allows for customisation, enabling organisations to deliver content that is directly applicable to specific roles, increasing its relevance.



## Flexibility

Employees appreciate flexibility in their training schedules. Microlearning's short duration makes it easy for learners to fit training into their busy schedules, promoting a sense of control over their learning process.



## Retention

Learners expect training that helps them remember and apply what they've learned. Microlearning, with its focused content and spaced repetition techniques, enhances retention and application of knowledge.



## Feedback and assessment

Employees value feedback on their progress. Microlearning often includes tests, providing immediate feedback on performance, which helps learners gauge their understanding and areas that need improvement.

# Learners expectation



## Bite-sized information

In the age of information overload, learners appreciate training that breaks down complex topics into manageable, bite-sized pieces. Microlearning aligns with this expectation by presenting information in small, easily digestible chunks.



## Quick results

Learners want to see tangible results from their training efforts. Microlearning's shorter modules allow learners to complete training more quickly, giving them a sense of accomplishment sooner.



## Just in time learning

Learners often need information when they face specific challenges or tasks. Microlearning supports just-in-time learning, allowing learners to access relevant information precisely when they need it.



## Progress tracking

Many learners expect the ability to track their progress. Microlearning platforms often provide progress tracking and analytics, allowing learners to monitor their advancement through the content.



## Accessibility

Learners expect training materials to be easily accessible. Microlearning can be delivered through Learning Management Systems (LMS), mobile apps, or other online platforms, ensuring accessibility for remote or distributed learners.

**Learners expect training that is convenient, engaging, relevant, flexible, and effective. Microlearning aligns with these expectations by providing short, focused, and easily accessible learning experiences that cater to the needs and preferences of modern learners.**



# The role of microlearning in compliance training

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Microlearning is an incredibly effective approach for compliance training, and here's why you should consider it:



## Progress tracking and gaps

Microlearning can help with tracking and insights. This allows organisations to monitor how employees are doing, spot areas where they might need additional training based on knowledge gaps.

## Complete courses faster

Courses can be completed a lot faster than a full course or face-to-face training session. This ensures organisations can get staff to complete courses sooner and while they're on-the-go.

## Cost-efficiency

Microlearning is often more cost-effective than traditional training methods. Creating and updating short modules usually requires fewer resources than managing face-to-face courses.

## Regular reinforcement

Compliance training often needs regular reminders. Microlearning allows for periodic refreshers, reinforcing key concepts and behaviours to ensure consistent compliance.

## Customisation

Microlearning modules can be tailored to the specific compliance needs of an organisation. This means that employees receive training that is relevant to their roles and responsibilities.

## Bite-sized content

Imagine complex compliance rules and policies being broken down into small, easy-to-digest modules. Microlearning does just that, making it less overwhelming for learners. They can focus on one specific topic or rule at a time.

## Retention and recall

Microlearning is designed to help you remember what you learn. Short, focused modules are easier to remember, ensuring that employees retain important information for longer periods.

## Just-in-time learning

Compliance requirements can change or need to be applied in real-time situations. Microlearning allows employees to access relevant information quickly when they need it. This means they can always stay up-to-date and compliant.

## Engagement

Microlearning often includes engaging elements like videos. This keeps the training interesting and fun, motivating employees to participate and complete their compliance training.

## Convenience and accessibility

You can access courses on various devices, like smartphones and tablets. This means employees can learn whenever and wherever it suits them, which is especially handy for remote or dispersed teams.



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**Microlearning enhances compliance training by making it more accessible, engaging, and effective. It aligns with the needs of modern, busy workplaces and helps employees stay informed and compliant with regulations and policies.**

# Employee benefits of microlearning

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In compliance training, microLearning is your ally. It offers employees flexibility and efficiency, enabling learning at their own pace. Bite-sized content ensures better retention of crucial compliance information. It's tailored to specific roles, and industries boosting confidence and promoting continuous learning, ultimately ensuring compliance and career growth.



## **Convenience and flexibility**

Learn at your own pace, even during breaks or commutes.



## **Time efficiency and reduced fatigue**

Gain knowledge efficiently with short sessions, ideal for busy professionals. Prevent burnout, stay focused, and save time.



## **Skill development and increased confidence**

Focuses on specific competencies and improving job performance. Builds confidence, job satisfaction, and productivity.



## **Real-time access**

Get information when you need it, addressing immediate challenges.



## **Engaging content**

Multimedia elements make learning enjoyable.



## **Continuous and adaptive learning**

Encourages ongoing skill acquisition. Content adjusts based on performance for personalised progress.



## **Enhanced retention and easy review**

Quickly gain knowledge without lengthy sessions, perfect for busy professionals. Quick reference for important information.



## **Personalisation**

Tailored to your preferences and job role, increasing engagement.

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**Microlearning empowers compliance training, offering employees a convenient, efficient, and personalised way to acquire and retain knowledge, promoting continuous improvement, job satisfaction, and career growth.**

# Organisational benefits of microlearning

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Microlearning delivers big wins for organisations. Here are three key organisational advantages.

## Boosted employee engagement

Microlearning is designed to grab and keep the attention of today's busy workforce. With short, focused bursts of information, it matches their shorter attention spans. Employees like it because it's quick, interactive, and fits into their schedules. This higher engagement leads to better learning and application, resulting in a more knowledgeable and skilled team.

## Tailored learning paths

Microlearning is super flexible. Organisations can create custom learning paths for different roles, skill levels, and specific compliance needs. This flexibility lets employees choose content that directly relates to their job, making their learning experience practical and beneficial. Plus, microlearning easily fits into existing training programs, adding extra, on-demand resources.

## Cost-effective and scalable

Traditional training can be pricey and resource heavy. Microlearning is a budget-friendly alternative. Making and updating short modules is often more cost-efficient and less time-consuming than face-to-face training. Plus, it's highly scalable, reaching a large, dispersed workforce. Every employee can access top-notch training materials, whether they're new hires or seasoned staff.

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**In a nutshell, microlearning offers organisations big advantages for compliance training. It boosts employee engagement, offers customised learning paths, and does it all in a cost-effective and scalable way. By embracing microlearning, organisations encourage ongoing learning and skill development, leading to better employee performance and, ultimately, improved business outcomes.**

# Safetrac's MicroLearns

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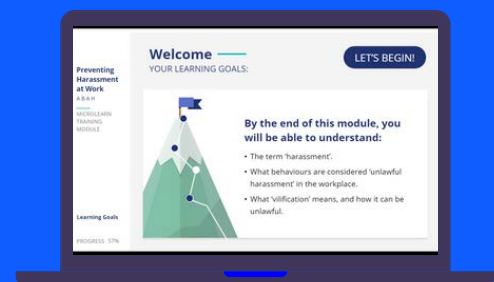
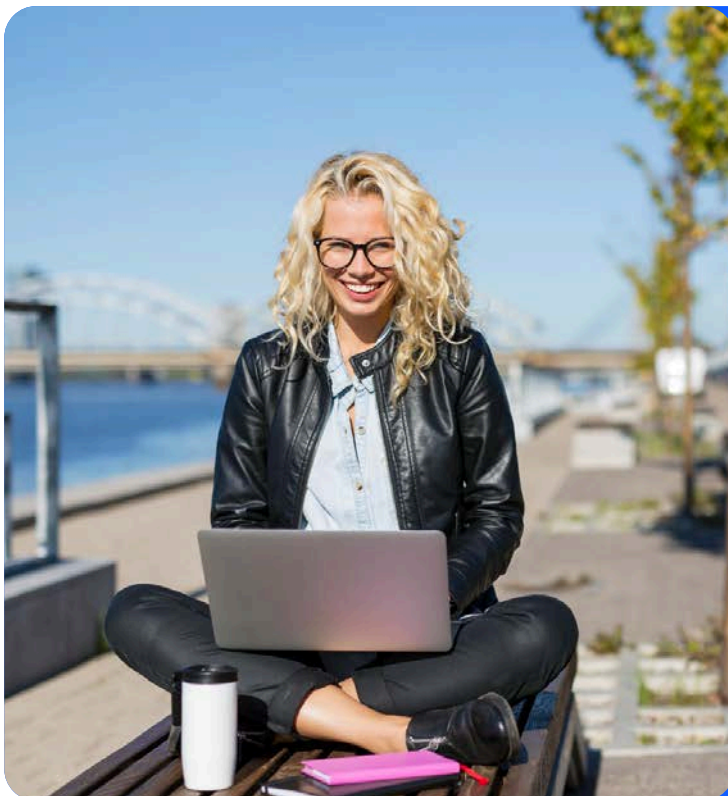
Safetrac's MicroLearns provide quick, 5-8 minute compliance courses tailored for busy employees, blue-collar workers, and the tech-savvy generation.



# Enhancing your learning journey with Safetrac's MicroLearns

Safetrac's MicroLearns provide an excellent learning solution across various industries like retail, hospitality, and warehousing and industrial or mining sectors. They are tailored to suit individuals who thrive with diverse and engaging learning methods that align with their unique preferences. What sets Safetrac's MicroLearns apart is their format – short modules, typically taking just 5-8 minutes or less to complete. Being succinct is especially helpful for learners who often face fatigue or interruptions in their work. This applies to roles like customer service or hands-on jobs, such as physical labour and skilled trades.

The appeal of Safetrac's MicroLearns extends to their user-friendly design. They incorporate engaging video-based modules that utilise clear language and visuals to enhance the learning experience. Accessibility is another key feature, accommodating various learning styles and ensuring ease of use.

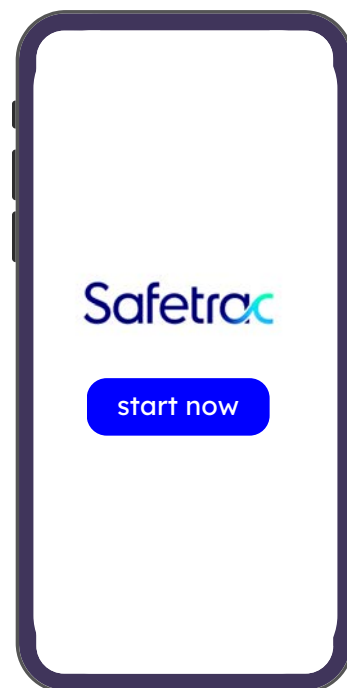


Safetrac understands the importance of customisation. With our MicroLearns, we can make edits to animations and scenarios (excluding lesson content videos), customise slides to include content or policy information, add logos to the template, and edit test questions.

It's important to note that Safetrac's MicroLearns differ from their structured learning approach. While structured learning typically involves comprehensive modules, Microlearning takes a more focused approach, offering concise content cantered around specific, distinct learning objectives. This approach grants flexibility to learners, enabling them to access content at their own pace and convenience.

Our MicroLearns are not only accessible but also engaging, effectively keeping learners informed, and providing timely feedback to enhance the learning process. This makes Safetrac's MicroLearns a valuable tool for organisations looking to deliver efficient and effective learning experiences to their employees.

To find out more about our MicroLearns, [click here](#).



# Safetrac | Your compliance training partner

The difference between ordinary and exceptional compliance training lies in the approach. Delve into the Safetrac approach and discover the key elements that set us apart. From legally accurate content to educational expertise, we're committed to ensuring your compliance journey is effective and transformational.



## How Safetrac can help



Our flexible courses accommodate both field and office staff, promoting accessibility.



Safetrac is the trusted compliance partner for all, from startups to ASX-listed giants.



With comprehensive, updated online training for leaders and employees on key topics, including Respect@Work, Diversity & Inclusion, and more.



Efficiently rollout updated policies and streamline compliance with our user-friendly Compliance Learning Management System (LMS), centralising training, surveys, and staff tracking.

Join countless organisations across Australia who trust Safetrac to engage and educate their workforce while navigating the complexities of compliance.

### Contact our team today

Visit us: [safetrac.com.au](https://safetrac.com.au) | Email: [enquiries@safetrac.com](mailto:enquiries@safetrac.com)

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program for 14+ years



ISO certified  
and trusted



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owned for 25+ years