


A Robust and Inclusive Learning Ecosystem Checklist

 Use these steps to ensure that you consider the critical elements of a robust learning ecosystem.

Five Critical Elements

Element	✓	Steps
People		1. Determine the people who will need to use the ecosystem.
		2. Name the people who will administer the ecosystem.
		3. Select the people who will manage the ecosystem.
		4. Establish the people who will champion the ecosystem.
Technology		5. Choose the best LMS or LXP.
		6. Choose an effective and interactive web conferencing platform.
		7. Ensure learners have access to the following: Hardware: Software: Accessories:
Culture		8. Describe the existing cultural norms that support independent learning.
		9. Describe the existing cultural norms that work against independent learning.
		10. Identify cultural shifts that must be initiated for ensure success.
Strategy		11. Determine the corporate strategies the learning ecosystem supports.
		12. Consider how to best blend synchronous and asynchronous learning activities.
		13. Identify methods to demonstrate or measure effectiveness.

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Content		14. Determine the curator for vendor-purchased content for independent learning.
		15. Determine the curator for the knowledge bases that support critical functions.
		16. Identify who owns the process for updating content in the ecosystem.
		17. Choose templates, style guides, and design principles to be used: Templates: Style Guides: Design Principles:

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Use these actions to ensure that you consider the keys to learner engagement and collaboration.

Four Keys to Learner Engagement and Collaboration

Key	✓	Considerations
Choice		1. Identify how and when to use adaptive learning practices.
		2. Consider individual assessments to help learners choose their learning preferences.
		3. Determine how the organization will support personal development journeys.
		4. Other considerations?

Involvement		5. Decide best approaches to assess learner needs throughout the organization.
		6. Plan how to gain learner “buy-in” to the learning ecosystem.
		7. Establish practices to communicate “you matter” to learners.
		8. Build in engagement and collaboration throughout the ecosystem.
		9. Other considerations?

Relevance		10. Ensure timeliness of learning offerings (at the moment of need).
		11. Choose measurement methods to demonstrate effectiveness.
		12. Make the learning ecosystem inclusive (role, gender, race/ethnicity, etc.).
		13. Other considerations?

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Accessibility		14. Prioritize making learning accessible to all employees.
		15. Factor in job location (remote, onsite, field, etc.)
		16. Decide how to adapt learning journeys for those with disabilities.
		17. Other considerations?



What other keys to engagement and collaboration have you discovered?