



Tips & Tricks

How to Successfully Take Courses at Work or at Home

There are more and more E-learning and remote courses. In contrast to face-to-face courses, they take place in the "normal" work environment or at home and not in a classroom.

Want to know how you still can learn the content efficiently and how to complete the course successfully? Then take a look at these tips of how to participate in an E-Learning/Remote Course to support your learning process.

Tips for Self-Studying

1 Define Study Times!

- > Arrange a fixed day or morning or afternoon to plan your studies!
- > Set a time frame and add it to your calendar so that others can see it!

2 Create a Learning Environment!

- > Make sure you have a quiet and technically equipped place of work!
- > Make sure that the technical requirements are met for training!

3 Avoid Interference!

- > Make sure that colleagues are aware of your study time and ask them to take this into account!

4 Create Study Groups if Possible!

- > If several colleagues from your company take part in the training, talk to one another and make appointments to discuss the learning content.
- > Social interaction can promote motivation!

We Wish You a Successful Learning!