RINGKASAN EKSEKUTIF

TAJUK	:	Menjalankan Program Secara Atas Talian bagi Program Pengukuhan Kapasiti bagi Penulisan Skrip Kandungan Digital, Kemahiran Editorial & Microlearning melalui Program Certified Microlearning Professional
TARIKH	:	15 April – 15 Jun 2021 **AGENDA** Rujuk Cadangan Lampiran I Program akan dijalankan mengikut modul dan akan dibuat secara maya dengan pecahan 4 jam sehari nanti dan akan dibincangkan dengan lanjut dengan tenaga pengajar nanti.
TEMPAT	:	Secara Maya / atas talian
PESERTA	:	Warga MPC dari Bahagian Teras dan Pelaksana yang yang dipilih nanti dari TKP dan Pengarah Bahagian secara Wilayah
TENAGA PENGAJAR	:	Tenaga Pengajar Luar dari MPC
OBJEKTIF	:	1 – Mendedahkan kepada peserta asas *microlearning* 2 – Menyediakan kaedah mereka program *microlearning* 3 – Menyediakan isi kandungan program *microlearning* 4 – Mereka program *microlearning*
JANGKAAN HASIL PEMBELAJARAN		1 - Merancang alat untuk *microlearning* 2 - Mengaplikasi alat yang bersesuaian untuk *microlearning* 3 - Mereka dan mewujudkan skrip bagi *microlearning* 4 - Mereka alat yang akan digunakan dalam *microlearning* 5 - Mewujudkan program *microlearning* berkesan
BENTUK PENILAIAN PROGRAM	:	1 - Penyertaan dan interaksi (5%) 2 - Tugasan Mini (45%) 3 – Projek (50%) Para peserta perlu mendapatkan markah 70% untuk dianugerahkan *Certified Microlearning Professional (CMP)*

ANGGARAN KOS TERLIBAT	:	**RM19,200 (Kos operasi HRMD)**	
BAHAGIAN/WILAYAH/UNIT	:	HRMD	

BAJET	:		

BIL	PERKARA		JUMLAH
1	Certified Microlearning Professional		
1(a)	P1 : Asas Microlearning (24 jam)		RM7,200
1(b)	P2 :Storyboard & Pelaksanaan (16 jam)		RM4,800
1(c)	P3 : Menyediakan Kandungan Interaktif ((8 jam)		RM2,400
1(d)	P4 : Kaedah Menyediakan Sumber Microlearning (16 jam)		RM4,800
JUMLAH (BAJET OPERASI)			RM19,200

BELANJAWAN YANG DITETAPKAN/ TANDATANGAN KETUA AKAUNTAN	:	
KOMEN/ TANDATANGAN PENGURUS PCT	:	

COURSE OUTLINE CERTIFIED MICROLEARNING PROFESSIONAL

Introduction

After the pandemic, the experience of learning transforms from traditional face to face to online learning. There is a need to custom learning and performance support solution. The innovative and immersive learning designs help boost the learning experience, especially workplace learning about adult. Microlearning has transformed online training and is here to stay. Now, microlearning has a broader spectrum of corporate training. Microlearning facilitates mobile apps for learning that provides a personalised learning path. Microlearning applies personalisation technique and artificial intelligence and analytics because of the capability to offer learners recommendations before and after the training. Microlearning usually uses video-based learning but focusing on interactive video-based learning. Usually, microlearning comes together with virtual reality, gamification, scenario-based learning, work simulation, story-based learning, simulation learning. Microlearning is used in content curation to creating a learning culture in the organisation. When applying microlearning in the organisation promotes collaborative or social learning. Master application of microlearning helps the process of performance support tools or job aids—the microlearning tools such as interactive e-books, interactive infographics and even interactive PDF. Lastly, microlearning creates the fundamental of instructor-led training (ILT) and virtual instructor-learning training (VILT). Hence, mastering microlearning transforms the learning paradigm.

Program Objective

This program aims to:

- Expose participants with fundamental of microlearning
- Provide methods to design a microlearning program
- Prepare content for microlearning program
- Create microlearning programs

Learning Outcomes

After completing this program, participants should be able to:

- Plan for tools used in microlearning
- Apply the right tools in microlearning
- Design and create the script for microlearning
- Produce the tools to be used in microlearning
- Create an effective microlearning program

Who should Attend?

The program is suitable for trainers, instructors, supervisors, managers, designers, educationists, or anyone interested in applying microlearning into their work.

Program Outline

Hours	Course Content
Part One: Fundamental of Microlearning (24 hours)	
Hours	Course Content
2	Fundamental of Microlearning • The evolution of microlearning • The usage of microlearning • Feature of Microlearning • Benefit of Microlearning • Microlearning: From theory to practical
2	Plan microlearning adult learning • Identifying microlearning delivery learning objective • Microlearning style and delivery • Adult learning and microlearning approaches
2	Designing Competency-Based Microlearning Program • Determine overall program requirements • Rationales for microlearning programme • Creating microlearning program objectives
2	Designing learning outcomes of Microlearning Program • Workplace standard and microlearning • Learning outcomes in the microlearning program environment • Criteria of Learning outcomes in microlearning program
2	Determine Microlearning Training Content • Microlearning Content • Microlearning topics • Sequencing method in microlearning program • Duration of microlearning program • The type of microlearning activities
2	Determine the microlearning method • Designing blended learning and microlearning • Microlearning content • Criteria for selection of microlearning activities
2	Completing Program Outline for Microlearning Program • Writing impactful Microlearning Program Outline • Handling Feedback on Microlearning Program Outline • Continuous Improvement of Microlearning Program Outline
4	Writing Microlearning Course Content • Quiz and Polls • Interactive Feedback • Scenario-based learning • Simulation-based learning • Story-based learning • Infographics • E-books

4	Writing Microlearning Activities
	• Preparing Rubric for evaluation
	  o Quiz and Polls / Interactive Feedback
	  o Scenario-based learning / Simulation-based learning / Story-based learning
	• Interactive Infographics
	• Interactive E-books

2	Preparing for execution in Story Board • Putting the planning altogether • Reviewing microlearning and the objectives

	• Sequence of Microlearning

Part Two: Storyboard and Execution (16 hours)

Hours	Course Content
4	Preparing for the Best Storyboard writing • Proofreading • Styling and Editing • Choice of Words and the participants
4	Producing Storyboard Plan • Microlearning Storyboard and Teaching plan • Microlearning Storyboard and Teaching logbook
4	Presentation skills in Microlearning Environment • Preparing video recording • Professional grooming • Facing Camera • Verbal and body language in • Video shooting • Reviewing the quality
4	Microlearning and Resources • Type of artificial intelligence in microlearning • Usage of artificial intelligence in microlearning

Part Three: Producing Interactive Content (8 hours)

Hours	Course Content
2	The basics • Introduction to Vidtoon • Introduction to Vidtoon Marketplace • How to Install Vidtoon software • Creating a New Vidtoon Project • Creating a Vidtoon Project from Template • Vidtoon Themed Resources-Characters
2	Creating your Vidtoon Video • Working with the Timeline • Working with Characters • Background • Scenes
2	Creating your Vidtoon Video • Text • Gallery • Music • Text to Speech • Record your Own Voice • Import a Voice Over
2	Advanced Editing Options • Create a Zoom-In/Out Effect on an Object • Set Appear and Disappear Animation for Images and Characters • Changing a Character's animation Mid-Scene • Moving an Object to multiple destinations in Scene • How to add subtitles to your Scene Exporting your Vidtoon • Exporting Overview

Part Four: Methods of Preparing Microlearning Resources (16 hours)

Hours	Course Content
4	Overview of Gamification Why gamification for learning

	Games Vs Gamification When to use gamification for learning
4	Making gamification learning experience successful • Ensure a mastery orientation • Keep experience balanced • Leverage dashboard and big data • Strive for interactivity and engagement • Engage different interest of learners • Create effective feedback loops • Understand the progression loop • Writing effective questions
2	Points, Badges and Leaderboard • Use points effectively • Making Madges meaningful • Design effective leaderboard • What to do with losers • How to minimise cheating
2	Different type of structural gamification • Overview of structural gamification • Game-based • Competition-based • Progression-based • Badge-based • Performance-based
2	Elements of content • Overview of content gamification • How to leverage characters for learning • Creating a motivating challenge • Creating the proper learning context • Provide juicy feedback
2	Gamification Dynamics • Race and escape • Collecting, acquiring and allocating resources • Mystery and discovery • Strategy • Constructing and creating • Pattern recognition

Course Evaluation
Engagement and Participation = 5%
Course Mini Assignment = 45%
Capstone Project = 50%
You must be able to score a total of 70% to be certified as a Certified Microlearning Professional (CMP) by Humanology and Vidtoon.

Disediakan oleh :
Nurfayunie Pakhrururzi
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HRMD

Disemak oleh :
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Timbalan Pengarah
HRMD

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