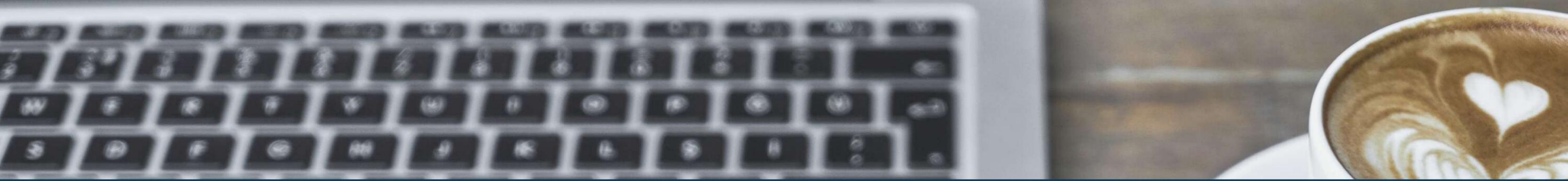


10 Top Tips to successfully study an online course



Why choose to study online?

An online course or self-managed online learning offers you a convenience that no other training option does; you can login to your dedicated portal and learn at a pace and time that suits you. It is accessible, flexible and efficient, allowing you to move quickly through topics you feel comfortable with and spend more time focusing those that need more time. Plus you can take your learning with you and sit your online exam where ever you are in the world.

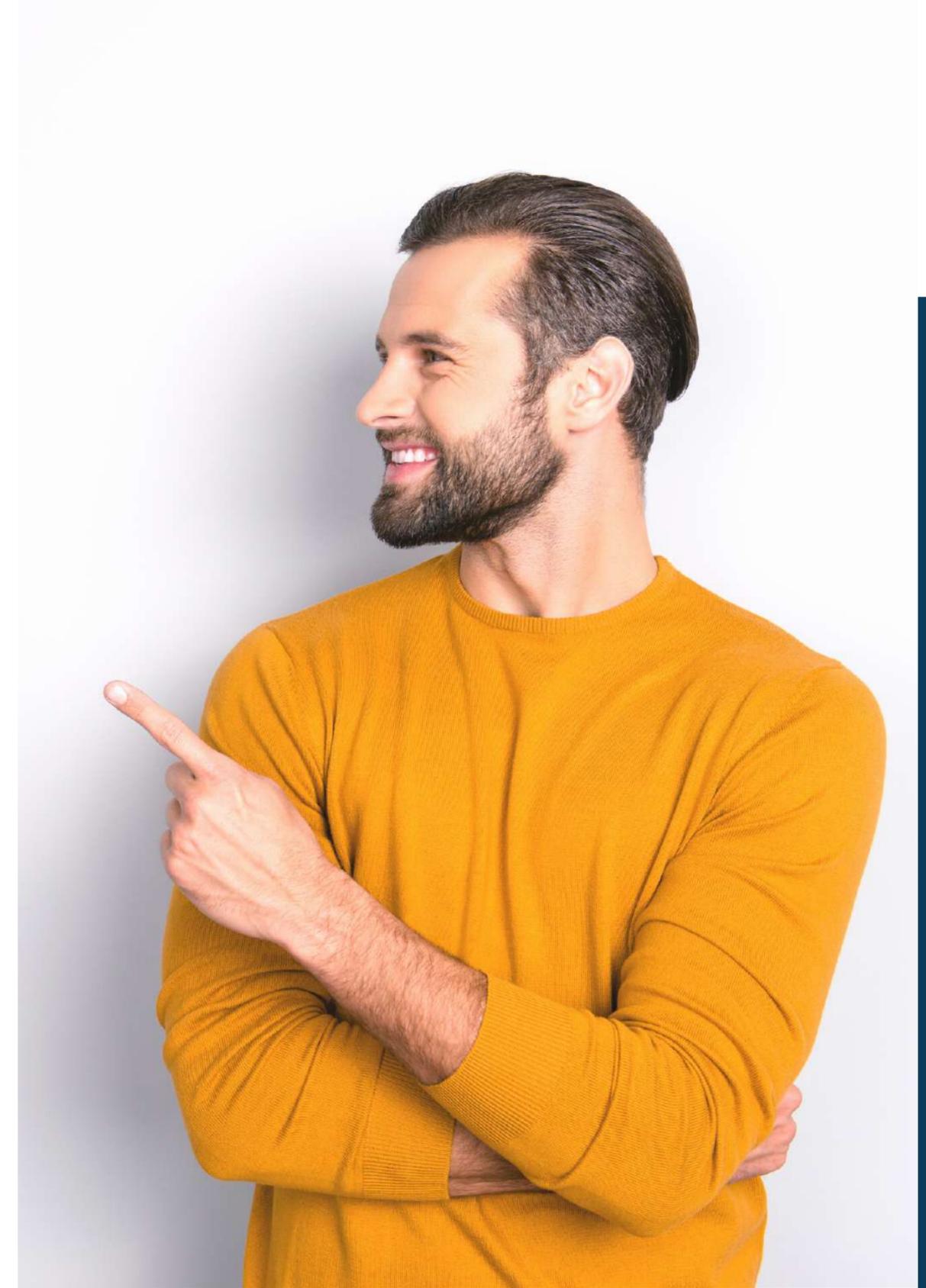


About Training ByteSize

We have over 30 years of project management training experience

Here at Training ByteSize we have always been, and continue to be, committed to supporting the project management community. And that's why we produce documents like this.

Written personally by our Chairman Martyn Kinch, this guide will help you ensure your online course is a success.



A word from the author, Martyn Kinch

Chairman, Training ByteSize

Linked in



"There are a lot of great things about taking online courses, particularly the approach that you can take it, when and where you like, at your own pace, along with an online exam at the end. It sounds pretty straightforward, but as part of a team that has sold hundreds of thousands of online certification courses over the last twenty years, you get to know what works and what doesn't in the way that you approach and take the course.

I have always preferred online courses; as someone that likes to take their time to learn, I want to be able to review information, processes and terminology until I am happy I understand them, and take the time that I need. I like to practice my exams, until I am confident, and only then book the online exam when I know I can pass. That might take one week, one month or one year, but you are setting the pace, according to your time and priorities."



10

top tips
to successfully
study an online
course

1. Make sure your environment is comfortable

Tidy place means tidy mind, so try and find a corner or area that you can keep tidy and only have the workbooks or documents you need in front of you. Switch off email and social media, those noisy little 'pings' can be very distracting for the time you are learning. Work, if possible, when other members of the family are sleeping, if you find the environment too noisy.

Make sure you have good online access, and a steady internet signal, this is more important when you come to take the exam, you wouldn't want to drop the signal half way through your exam.



2. Set expectations



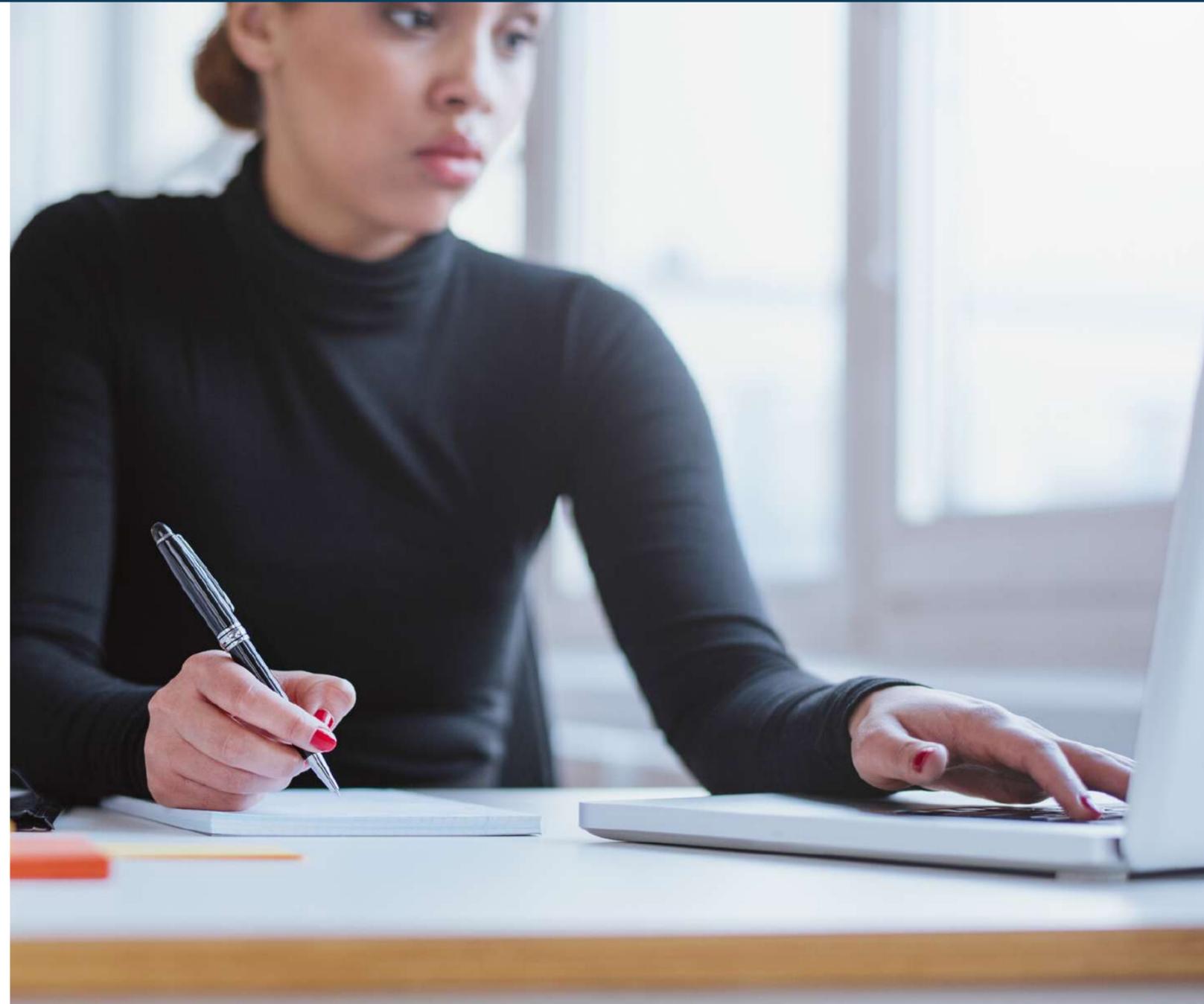
Remember that online courses are just as complex as classroom courses, as they cover the same syllabus, but without the breaks and networking. So take guidance on the number of hours required to study, and look at the breakdown of the structure of the course.

Once you have a study time, which is shown as part of the course, then work out a path through the course content, how much time you have to put by and when you want to complete the course and take the exam.

3. Create your study plan and take notes

Set out the time you are going to spend and on what days, and which subjects. It doesn't matter if its everything in two days, or spread out over three months, just make a plan.

When you study your course with Training ByteSize, you will normally have a book or study guide that goes alongside the course. Use this to make your notes and use sticky notes to highlight any areas that you want to come back to.



4. Set out a task list



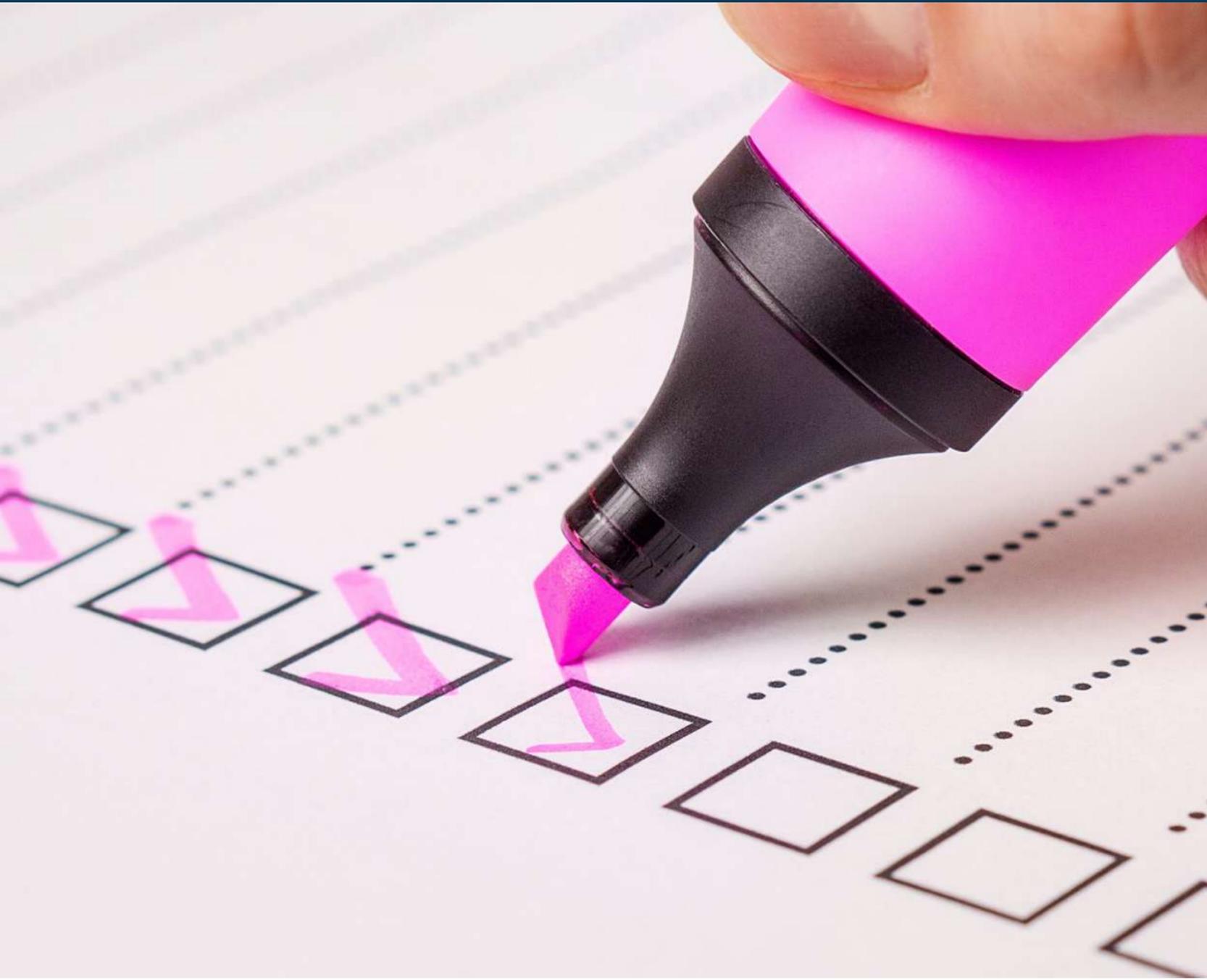
Ideally you want a 'to do' or 'task list' that you put your actions on as you go through the course. Some of these might mean stepping away from the computer and writing out something based on a synopsis for example. Update this every time you complete a part of the course. If you can keep this electronically, then it's always to hand if you need it.

5. Set out a study time

Within each study time you set out a time limit, so perhaps two or three hours maximum. We can absorb a lot of information initially but over time this tends to drop off, so it is not a good use of time if you start to forget what you learnt because you are tired! It is always better to start afresh, then try to do too much at once.



6. Stick to the plan



Stick to the plan, focus and stay organised. If you start putting things off, then you will get behind in your studies, and it does get more difficult to catch up. If you cannot make a time slot, then adjust your calendar accordingly and add the extra time to the end, or make it up by increasing study time. Please don't be tempted to skip anything, your time is a huge investment and any shortcuts can lead to a potential exam fail.

7. Ask for help

If you get stuck on anything, or it doesn't make sense to you, then email or call us and we will talk it through with you. An experienced trainer can help you better understand the context and this help is available across all our courses. If you do not take advantage of this facility, then that lack of understanding will start to flow through your learning, and potentially lower your self-esteem, and impact on your chances of passing the exam. If you do not ask for any help or clarification, then we will never know that something is wrong, and we have some of the best training resources available anywhere to help you.



8. Revise, revise, revise



There is a lot of terminology in many of the courses, and online training is a great way to keep reviewing it until this starts to click into place. For example, create a forward pass and backward pass in the Project course and practice it until you fully understand it, no matter how many times you have to do it. Create a critical path, and check back your understanding. Don't be afraid to just keep revising and if you get stuck, give our training team a call.

9. Stay focussed

All these tips should help you to stay focussed on your plan and timetable, but a big part of this is staying motivated and healthy, as there are a lot of things that go on around us that we do not always have control over. Remind yourself of the reason you took the course, imagine for a second the feeling you will get when you pass the exam, and how exciting that will be to share the news!

FOCUS

Maximum clarity
a center of interest or
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10. Taking the exam



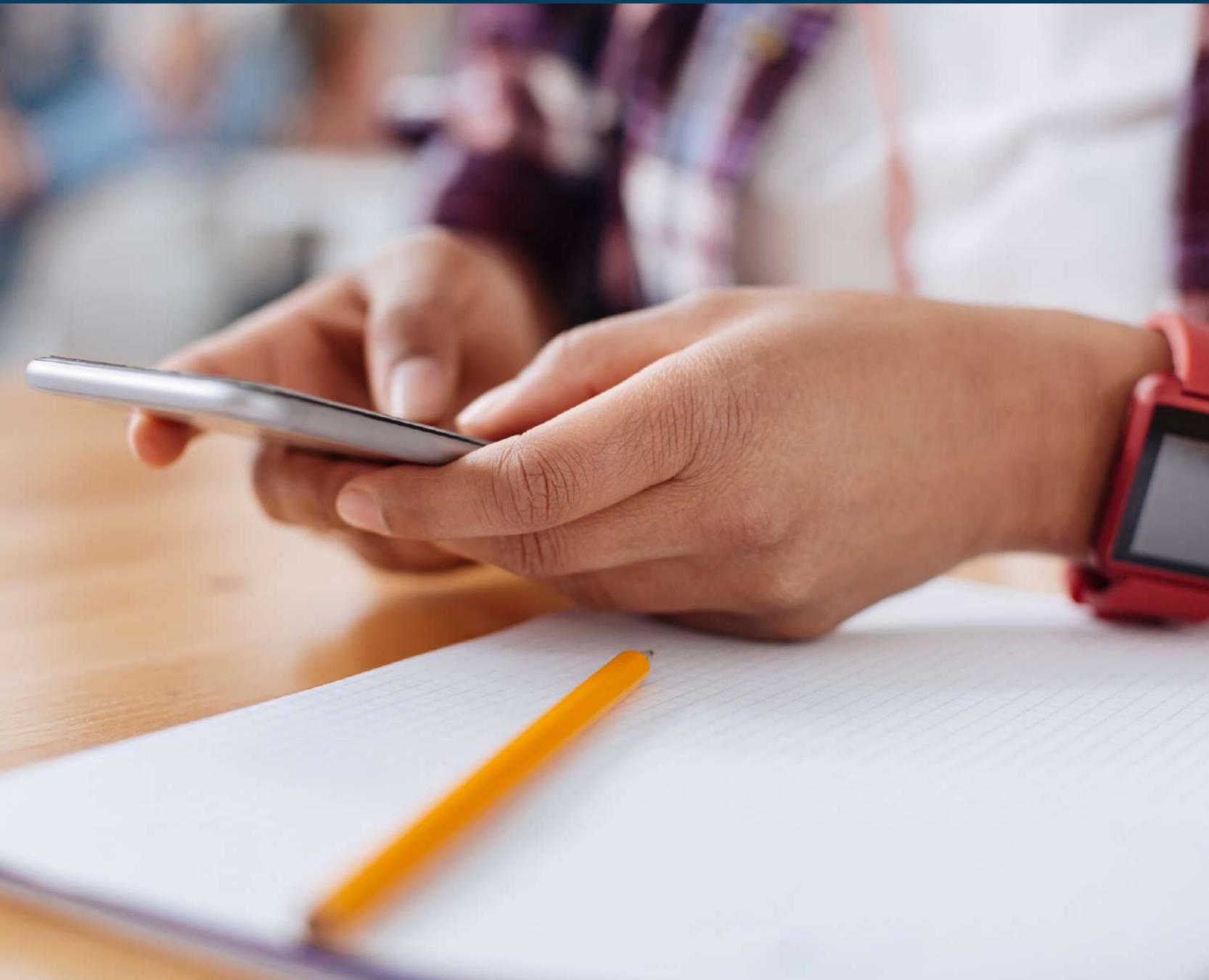
Finally, after all that studying, you will get to take the exam! Use the exam simulator and aim for a 75% pass rate. Please remember that getting good scores in the exam simulator is not going to work unless you have completed the course as well. The accreditation bodies regularly change the exam question database, so the best we can do is anticipate the style and type of exam question, but if you get some questions you haven't seen in the simulator, you will have covered these within the course.

10. Taking the exam

All online exam centres have the ability to test the exam environment, the internet connection and speed. Sometimes this test is a pre-requisite to taking the exam. It's really important you do this a week or so before the exam, so you can see any potential problems. Most of the time it is a firewall, or IT security, particularly if you are at work, and you certainly will not want to find this out 10 minutes before your exam.



10. Taking the exam



The other top tip is have to hand how you contact the exam centre if anything goes wrong, so you can 'live chat' or call them, rather than panicking about where the contact details are.

10. Taking the exam

Finally make sure you have a clear working area, most proctor centres will want you to move your camera to show the room, to ensure you have no one helping you, or anything that can help you pass, unless (for example) it is open book. No cats jumping on keyboards, no dogs barking, all these things can lead to a fail, so ensure you are calm, everything is calm around you, and you are ready to go.





The final point I'd like to add is that you should try and enjoy the course. It is so liberating to learn a new skill, and the whole team at Training ByteSize team are 100% behind you - we want you to succeed.

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A final word from me

Unlike many generic training companies, we only specialise in a small number of subjects, and are acknowledged as one of the market leaders in our subject areas.

So from start to finish, you will get great support from all of us through your journey to certification.

Thanks for reading and good luck with your course,
Martyn.



Empowering project professionals through learning

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