L2L MicroCred Delivery Pack

Part 1: Before the Course Starts

Welcome & Orientation

How will you introduce the course? How will learners be onboarded?

Expectations

What do learners need to know upfront? (time, tasks, engagement, assessment)

Early Support

What supports are needed before course starts and in first sessions to get learners up to speed?

Access Check

How will you ensure learners can access materials and navigate the platform?

Part 2: During the Course

WEEK/SESSION:

Communication & Feedback: What will you send/do this week? (announcement, reminders, feedback)

Learner Support: What specific supports are required?

Monitoring & Intervention: What will you track? What triggers action?

Weekly Reflection: What worked well this week? What did learners struggle with? Who may need support next week? What will I adjust for next week?

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***Copy and paste the tables if you require more sessions/weeks**

Part 3: After the Course

Reflection *Focus on what actually happened during delivery — keep responses brief and practical.*
What worked well overall?
Where did learners struggle most?
Which activities were most engaging?
Did the course fit learners' lives (time, flexibility)?
What will you change next time?

Learner Feedback Survey Results *Capture general feedback here. Use a focus group to gather deeper insights where possible*
How was the course useful?
How manageable was it?
What worked well?
What was difficult?
What would you improve?

Improvement Action Plan *Turn insight into clear, actionable changes.*		
Change/Remove/Update	**Why?**	**When?**

***Add more rows as required**