

# Micro-Credentials: Beginner's Checklist

Ready to set up some micro-credentials for your learning program? Here's a nice, not-scary-at-all checklist to get started.

## Stuff you'll need:

- LMS/eLearning platform
- Micro-credential course outline
- Brand materials

## □ STEP 1

### Define your skill/task/ability (AKA your micro-credential).

Whether an existing certificate program or building a new course from scratch, take time to make sure you've outlined the objective and materials.

## □ STEP 2

### Know your learners.

Are they new members, recertifying, or need to learn on-the-go? Answer a few of these questions and include it in your definition (that was step 1).

## □ STEP 3

### Pick your platform, pick your people.

Confirm a platform to launch and host and colleagues who can keep things moving along (if it's just you – don't worry. You've got this).

## □ STEP 4

### Check your work.

Collect all those materials, cross-check your outline, review with colleagues (and maybe an industry expert), then ask the ultimate question: does this still serve our learners?

## □ STEP 5

### Roll it out.

Load everything up and start sharing with the world. Another idea: include in your communications a few different learning pathways (i.e. bundle it, pause it, roll it into another program).

## □ STEP 6

### Badge bragging galore.

Integrate with a certification engine (ex: Credly, Badgr) and provide in-house badges to share on social platforms.

## □ STEP 7

### Rinse and repeat.

For the micro-credential, that is (and maybe take a shower – you've been working really hard). Freshen up with new materials, communications, or targeted learners. Meaning...back to step 1!

## Micro-credential

[mīkrō-krə'den(t)SHəl] *noun*

Rewards or recognition for a very specific set of skills, abilities, or scope of knowledge (think bite-sized portions of a larger credential, certification, or learning program).

