

# Hybrid learning toolkit

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## Let's be staff development partners!

Program leaders and PQAS-certified trainers can combine Better Kid Care's online courses with in-person sessions to create a hybrid learning experience for their team.

This toolkit contains three parts which are designed to help you plan your hybrid learning experiences. If you're already familiar with this guide, you can jump to each section quickly by clicking the links below.

### [Part I - Introduction](#)

A quick introduction to hybrid learning and an overview of the roles and responsibilities involved.

### [Part II - Planning a hybrid learning experience](#)

A seven-step process that will assist you in setting up your first team-based hybrid learning experience using Better Kid Care resources.

### [Part III - Preparing for in-person sessions](#)

This part is designed to help you think about ways to engage adult learners effectively.



# What is hybrid learning?

Hybrid learning is a way to mix online learning with group-based, in-person training. This approach adds teamwork to distance education, letting staff discuss ideas, explore different perspectives, and share effective practices that work for your program.

Hybrid learning uses spaced repetition—an evidence-based method that helps learners remember information better by revisiting it at planned intervals. This makes learning stick and helps staff apply it in real-world practice.

## Your role

### You lead the in-person portion of the training! You'll:

- Set the training pace
- Choose which content to focus on
- Plan activities to help your staff learn and apply the material

### You decide the details:

**What:** Pick a topic from Better Kid Care's 300+ online courses (available in English and Spanish).

**When & Where:** Online learning is flexible—anytime, anywhere. Set in-person sessions to fit your team's schedule.

**Why:** Support meaningful learning that aligns with your program's goals, while increasing the likelihood that new skills and knowledge are applied.

**How:** Combine our online content with in-person discussions and activities to connect learning to your program's needs.

**Optional:** If you are an approved instructor, submit in-person training/coaching time for professional development credit within your state registry system.

## Better Kid Care's role

We'll provide expert content, evidence-based practices, and professional development credit. Here's how it works:

### Each team member completes the online course in OnDemand at the pace you set. They will:

- Read content, watch videos, respond to prompts, and complete activities and handouts.
- Pass the final test with an 80% or higher score to earn professional development credit.

### Cost and credit:

- Online courses are \$5 per person for a 2-hour course and \$10 per person for a 3-hour or 4-hour course.
- [Prepayment options](#) are available to cover team costs.
- Professional development hours and state registry reporting apply to online course completion only. Act 48 hours for online coursework are available upon request.

*Note: Better Kid Care awards credit for the online portion of your hybrid training experience. Better Kid Care will not award PD credit for in-person session hours.*

See our [Terms of Use](#) for more information on using Better Kid Care's content to support staff training.



# Planning a hybrid learning experience

**Directions:** Use this tool to plan and organize a hybrid learning experience for your team.

## Set your team up for success

Does everyone have the tech needed (internet access and devices) to use Better Kid Care's OnDemand platform?

- Make sure each person has their own account.
- Are they familiar with logging in and navigating the system?
- Are there any learning or accessibility supports needed?

## Seven steps to successful planning

### Step 1: Determine your target audience and learning needs

- » Identify who the learning experience is for. Is it for everyone on staff or a specific group of educators?
- » Are there any learning or accessibility supports needed?

**Action:** Describe your audience here:

### Step 2: Check for access

- » Does everyone have internet access and a device that can access Better Kid Care's On Demand platform?
- » Are they familiar with logging in and navigating the system?

**Action:** Plan ways to support access here:

### Step 3: Choose a course that fits the needs of your audience



- » Pick a course that fits your team’s learning needs and interests.
  - What are educators in your program curious about?
  - What challenges are they facing?
  - What new skills or attitudes do you want to encourage in your team?
  - What topics are part of your QRIS or strategic plan?
  
- » Preview the course to familiarize yourself with its content. All previews are free of charge.

**Action:** Record your selected course title here:

#### Step 4: Set training goals or objectives

Establish what learners will achieve through participation.

**Action:** List three things they will learn or be able to do by the end of the hybrid learning experience:

#### Step 5: Break the content into manageable pieces

**Action:** Use this space to divide the course you selected into sections. Record where each section starts and stops.

**Tip:** Look for natural breaks in the content, like the end of a concept or section.

#### Step 6: Identify key content

**Action:** Decide which topics, practices, or resources from the online course to emphasize during in-person sessions. Be sure to include specific titles and page numbers for easy reference.

**Tip:** Some Better Kid Care courses have companion guides and director’s guides embedded in them. Others have companion [vodcasts](#)—short video-based learning activities with accompanying handouts and prompts to support group learning.



## Step 7: Create a schedule

**Action:** Develop a timeline for online work and in-person sessions to share with your team. Use the space below to organize deadlines and meeting dates:

Once your schedule is ready, share it with your team and start planning your first in-person session!

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## Preparing for in-person sessions

Now that you've created an overview of your hybrid learning experience let's dive deeper into planning successful in-person sessions. This section of the guide will help you think about and plan for ways to engage adult learners effectively.

Each session should include:

1. A welcoming and supportive learning environment
2. An engaging opening activity
3. A focused primary training event
4. A meaningful closing to wrap up and reinforce learning

**Tip:** The following websites offer specific examples of icebreakers and energizers to help you plan:

- [California Academy of Sciences](#)
- [University of California San Diego](#)

## Pre-meeting: Set the tone

### Why it's important:

Adult learners need a comfortable and safe learning environment. An inclusive and welcoming space helps them feel valued, safe, and open to learning.

### How to do it:

Think about your meeting space—how it looks, sounds, and feels. Consider lighting, temperature, and the emotional tone. Aim to create a space where participants feel relaxed yet energized about learning. For instance, providing adult-size seating, water, or even hot beverages promotes physical comfort and supports learner engagement.

**Action:** List ideas and materials you need:

## Opening activity: Plan for connection

### Why it's important:

Connection among participants is foundational for effective learning.

### How to do it:

Choose an activity that fits your group dynamic. For new groups, focus on establishing common ground. For cohesive teams, consider activities like [gratitude circles](#) to enhance positive feelings.

**Action:** List ideas and materials you need:

## Session introduction and purpose

### Why it's important:

Clear expectations keep learners focused and motivated.

### How to do it:

Briefly explain the topic, its relevance, and any unique elements (like what it means to participate in a hybrid format). Share learning objectives to help learners understand the expectations and what they are working towards.

For instance, you might say: *"Today we will spend 30 minutes processing what you've been learning in <insert course name here> so that as a team we can..."*

## Promote accountability

### Why it's important:

Accountability encourages better learning outcomes.



### How to do it:

Encourage participants to use tools like the [TAKE-Back form](#) embedded in most Better Kid Care courses to support reflection, learning, and discussions. The [TAKE-Back form is also available in Spanish](#).

## Present content and opportunities for practice

### Why it's important:

The core session should align with your objectives and connect to program goals.

### How to do it:

Choose activities encouraging participation and look for opportunities to apply new learning to real-world contexts. You might:

- » Choose a topic, video, handout, or activity from the section of the online course you are focusing on to revisit or build on during the session.
- » Ask reflective or open-ended questions to connect new learning with participants' experiences and program-specific policies, practices, or values.
- » Use scenarios to promote problem-solving and application of concepts.
- » Create opportunities for group work or discussions to encourage and maintain engagement. Learning is more meaningful if it is relevant to the people involved.

**Tip:** Consider inviting staff to bring questions or scenarios to the meeting or submitting them to you in advance for inclusion in the session.

**Action:** List ideas and materials you need:

## Closing activity or debrief

### Why it's important:

Reflection and consolidation of learning ensure participants leave with clarity and motivation.

### How to do it:

- » Encourage participants to share takeaways and future applications.



- » Take questions and answer questions to support learning and clarify any misunderstandings.
- » Discuss logistics for upcoming meetings.
- » Preview the next section of the course to build excitement.

**Tip:** Ensure the closing feels positive and motivating.

## Post-meeting reflection

### Why it's important:

Critical reflection helps you improve as a facilitator and create more engaging sessions.

### How to do it:

After the session, reflect on the goals you set and whether they were met. Note things that worked well and any areas for improvement.

**Tip:** Remember, even minor adjustments can make a big difference.

## End-of-experience feedback

After completing the hybrid learning experience (all online coursework and in-person sessions), collect participant feedback to inform future opportunities.

### Sample questions for discussion or survey feedback:

- » What are the main things you learned from this experience?
- » How has it changed the way you think or work?
- » What did you enjoy about the hybrid format?
- » Was it too hard, just right, or too easy? Why?
- » What topics would you like to explore next in a hybrid format?

Do you need support or want to give us feedback on your experience using this hybrid guide?  
Feel free to contact Better Kid Care at 800-452-9108 or email us at [BetterKidCare@psu.edu](mailto:BetterKidCare@psu.edu).

