

5Mins.ai

**Welcome to the 5Mins AI
bite-sizing guide!**



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The workplace is saturated with lengthy employee training videos. While they are important, they often take a lot of time and employees often aren't able to retain all the information.

Bite-sized training can result in up to 60–80% reduction of training, and a 1.3 – 2x faster ramp time. The productivity gain and cost saved is huge!

Studies show that microlearning improved learners' performance by 17%, additionally, engagement on the material was 50% higher. With that in mind, bite-sizing should seem like a no-brainer.

In this guide, we'll show you the methods we've used to create our 20k+ bite-sized videos to ensure your content helps employees get up to speed effectively and quickly.

Some Golden rules when it comes to bite-sizing. Your goal should be to:

- **Make it brief – 3 minutes tops.**
- **Focus on one idea per bite-sized lesson**
- **Add visuals wherever possible**

Along with those golden rules it's important to follow these tips to ensure your lessons are effective and to make bite-sizing a smoother process.

1. Giving your lessons effective titles. It's the first thing your employees are going to come across. It needs to deliver information well. A good title removes the need for an intro.

The title should be concise but also deliver all the key information of the training.

Examples:

Supplier Relationships are Essential to Take Care of in Your Business ❌

How to Manage Supplier Relationships ✅

Importance of Public Speaking ❌

5 Tips to Project Confidence When Public Speaking ✅

If you're struggling to come up with a good title try this prompt in ChatGPT:

"Given that the focus is {Insert training topic here} tailored for {Add employee type here} at {Add your industry/company function here}, provide 10 engaging and concise titles that would captivate these fresh recruits."

Alternatively, if you have a transcript of your video you can upload that to ChatGPT and request it to provide you with short and sharp titles based on the material.

2. Identify the core concepts in your training by employing the 80/20 rule. What **20%** of your material will deliver **80%** of the knowledge?

This will help you identify the materials you should focus on when bite-sizing.

If you have existing text based versions or transcripts of your content you can use ChatGPT to identify these points. Alternatively download a transcript of your video (VEED.io and Descript can help you do so). Upload your file using the data analyser plug in on ChatGPT-4 and try this prompt

"I have a set of training materials and would like to follow the Pareto Principle (80/20 rule). Please analyse the content and identify the 20% of the materials that contain 80% of the key information. I'm looking for the most critical concepts, main ideas, and essential details. Once identified, please summarise or list them for me."

Making a note of these key points will help you when trimming your video in to bite-sized lessons.

If you don't have GPT-4 you can copy and paste the transcript into the free version of ChatGPT however we'd recommend going for the paid version. Alternatively you can use Anthropic's Claude (which allows you to upload documents for free and is built on a more human like/sensitive model) or Google's Bard (which enables you to pull information from webpages for free).

3. Look for Redundancy: Make notes of any **repetitive or unnecessary content**.

There's no need to have two lessons covering the same topic - i.e. if two training videos cover some of the same points, you can make a note to remove all the parts on one of the videos. The benefit of bite-sizing is you can **mix and match individual lessons to create full courses**.

Breaking down content into a bite-sized format.

Now we've covered how to refine your content. Let's bite-size it.

- Find a good video editing software. We use Adobe Premiere at 5Mins AI, however if you don't have a similar tool on hand, we'd recommend Canva.
- Only work on bite-sizing **one training video at a time**. Start by uploading your video into your video editing software.
- **Trim the current intro and outros** of your videos. Intros can be delivered through effective titles instead, and outros are unnecessary.
- Double-Time Playback: Play the video at **1.5 or 2x speed** and make notes of the time stamps where there are core pieces of information. These will be your clips. Use the insights from the steps you took prior to getting started to help you easily identify the core pieces of information.

- Use the trimming tools your video editing software offers, and create your clips using the time stamps you identified. **These are your individual bite-sized lessons.** Delete the remaining parts of the video, and download your clips individually.
- Make title slides for your clips. The easiest way would be to use Canva to make the title slides – you can easily upload your bite-sized lesson there (if using a different software to create clips) and edit in a seamless title slide.
- Launch it!: Upload and create a playlist for the videos on **Youtube, google drive or on learning solutions like 5Mins AI**

If you have any **text-based lessons** you'd like to convert to video try the following steps:

- Upload the content into ChatGPT with the prompt: ***“This is a (guide, lesson, course etc.) on {topic}, I want to convert this into a bite-sized video lesson to enable easier retention for my employees. Please create a script based on the text, ensuring that it takes no longer than 2 -3 minutes to read and focuses on 20% of the information that delivers 80% of the benefits.”***
- Proofread your script, and iterate with Chat-GPT. I.e. If there are parts you feel are missing, ask it to incorporate those elements in the same chat.

- Once you confirm all important content is covered, copy and paste it into a document and make any final edits with regards to the language or structure you'd like.

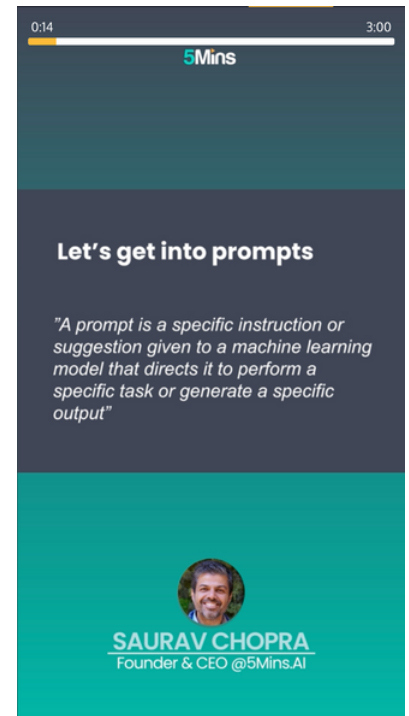
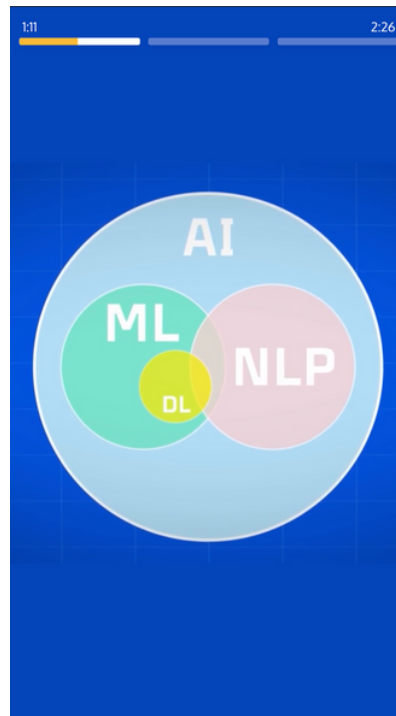
When you're happy with the script [go to Synthesia.io](https://www.synthesia.io) (it isn't free but is the best tool for this purpose):

- Click new video, then select a template or create one from scratch
 - We **ALWAYS recommend adding visual elements** like slides, so creating from scratch would be the best option.
- Select your AI avatar, and upload your script. Synthesia will produce an AI generated video, you can edit it further on the platform itself.
- Export and launch it!

Alternatively, you can record it yourself! Being the one presenting the lesson to your team adds a personal touch, and can actually make the video more impactful! To do so:

- Create some slides or modify existing ones based on the content of your script
- Use Loom.io record your voice and your computer screen and present the slides while talking through script.
- Upload the video in to Canva to make any video edits you'd like
- Launch it!

Here are some examples of slide based lessons with voice overs/self-recorded videos for inspiration! Click on them to see the full videos.



When it comes to **giving your team's access** to the content there are few options:

- Upload it to **youtube** as a private video.
- Upload it to your internal **LMS or HR system**
- Upload it to a **cloud based drive** (i.e. google drive, dropbox)
- Use **5Mins AI**. With 5Mins AI you can upload your content, create and monitor assessments, and track employee progress.

5Mins AI are **industry leading experts** when it comes to bite-sizing. Our platform enables you to upload any bite-sized internal content, as well as provides you access to our existing library of over 20,000+ bite-sized lessons featuring over 200 renowned creators.

We also offer our services in bite-sizing any internal content you have. We'll be able to **cut down your training material by up to 80%** and **accelerate ramp time by up to 2x**. If you don't believe us – here's an example of a bite-sized video from **Gong**, one of our content partners.



5Mins AI Version: 3 lessons, total time: 8:55



Original: 40:09

We've helped over 200 renowned organisations and thought leaders bitesize their content, and can help you do the same for your internal training. **Get your employees up to speed and performing faster than ever.**

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