

HOW TO ENGAGE YOUR ORGANISATION IN ONLINE LEARNING – TOP TIPS

One of the critical differences between face to face and online delivery is that learners are dispersed. You aren't in the same room to read body language or catch the learner's eye and even using a webcam doesn't always help.

Here are our five top tips to improve your interaction with online learners and help build their trust and faith in your expertise as a tutor.

1 PLAN

PLAN session length. From our experience a session of between 60 and 90 minutes is the optimum - take a break about half way through.

PLAN online content. Information you share should be clear, succinct and to the point. Deliver the content with enthusiasm and knowledge to keep your learners engaged and motivated.

PLAN Interaction. Find alternative, creative ways to interact with learners and build a safe and supportive learning environment. Use the interactive features of your learning delivery platform to support understanding and embed effective learning.

PLAN Tutor/Presenter Notes. The rustling sound of notes destroys the impression of a knowledgeable, professional tutor. Use your printed notes quietly or silently scroll through them on a mobile device.

2 ADAPT

Adapt your skills to give your audience the best possible experience.

Clear voice: Speak clearly with good articulation. Some voices naturally work better than others - that just means some people need a bit more practise.

Know your stuff: Prepare your session so you're clear on content. People can tell if you're not clued up and taking a minute shuffling through papers to find your notes can seem like a lot longer in an online session.

Personality: There can be a tendency to be more formal when leading an online session as you worry about covering everything you need to. Try to relax and let your personality shine through!

Talk to your audience: As you can't see your audience like you would in a face-to-face session it's important to bring the topic to life. If learners aren't responding, try sharing your experience and opinions to help encourage conversation.

3 PARTICIPATION

If you're used to delivering training by more traditional methods you'll find the move online presents a different type of learner participation. Not all learners will participate in the way they would in person but, as we've found from learner feedback, they still appreciate attending live and may just participate in different ways.

You might feel the need to try forcing conversation with all learners in the group to keep everyone involved but we advise engaging more with the learners who choose to participate. Their contributions will allow the more passive learners to relax and soak-up what's taking place in the session.

Make use of simple interactions available in the platforms eg the chat box, a poll or a virtual show of hands. These are great ways of communicating in online delivery.

4 PLAN B

In online learning having a Plan B is often overlooked, but as we know, technology sometimes lets us down! For example a poll may not open in a particular platform or a learner may experience some technical difficulty.

To be able to deliver, despite any setbacks, make sure you have a plan B - just like you would in a face to face environment. Circumstance might vary but considering any potential issues during preparation will help you successfully navigate any difficulties.

5 GIMMICKS

It can be tempting to use new apps, platforms and websites to help make your online training stand out. There's nothing wrong with using new technology but be aware technical issues can sometimes distract learners from the webinar content and learning aims.

If you're confident in using opportunities to improve your sessions then go ahead - BUT - make sure your training sessions are focused on the quality of teaching and allow your learners to take what they need from it.

We've gathered extensive feedback from our webinar learners which helped us create one of our key MOL programme design principles - 'learn the content not the technology.'

01. **PLAN**



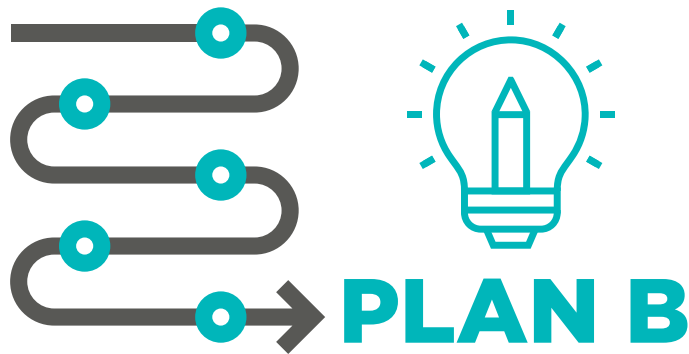
02. **ADAPT**



03. **UNDERSTAND**



04. Creating a



05. **BEWARE**
Gimmicks and Fads