WEBINAR 6: DELIVERY PHASE

PLAN

INTRODUCTION

Effective delivery of eLearning depends on a well designed and -developed module-at-a-glance, learning plan, facilitator's guide and comprehensive course material.

Does that mean that as a manger you can stop worrying once those things are in place?

ONLINE FACILIATOR

The process of encouraging interaction with and between learners
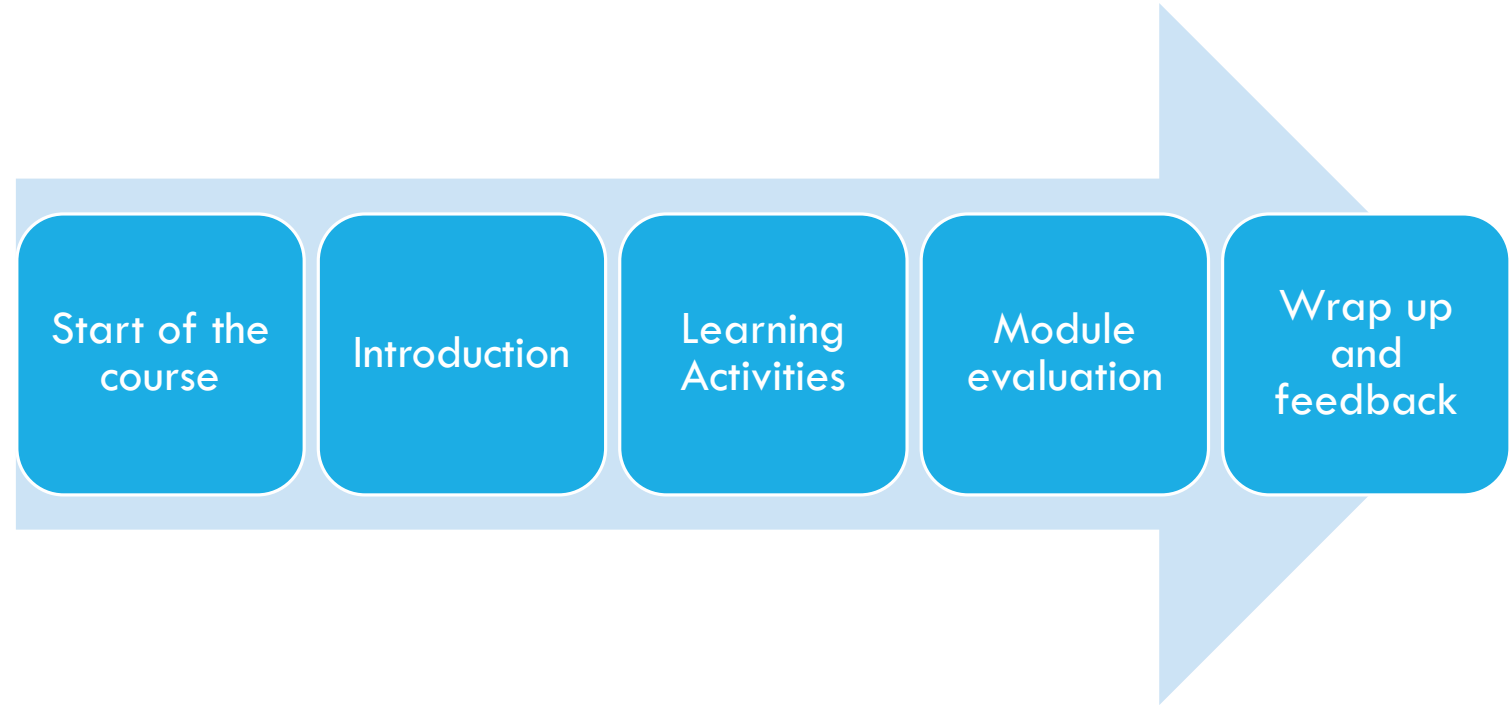
Supporting learning activities and helping make the use of technology 'easier' for learners

In order to foster greater engagement and learning

COMPONENTS OF FACILITATED ELEARNING

Start of the course

Introduction

Learning Activities

Module evaluation

Wrap up and feedback

RESPONSIBILITIES

ESTABLISH CREDIBILITY

COMMUNICATE OBJECTIVES

FACILITATE LEARNING

ENCOURAGE PARTICIPATION AND MAINTAIN MOTIVATION

ESTABLISH CLIMATE

MAINTAIN A BALANCE

DELIVER FEEDBACK

ENSURE OUTCOME

FACILITATING DISCUSSION FORUMS

FACILITATING DISCUSSION FORUMS

Get Started

Ensure participants know how to use the discussion forums effectively.
State the purpose of the discussion clearly.
It is useful to start with an 'ice-breaker'.
Set clear ground rules and expectations for the learners and mentors

.

FACILITATING DISCUSSION FORUMS

Encourage Discussion

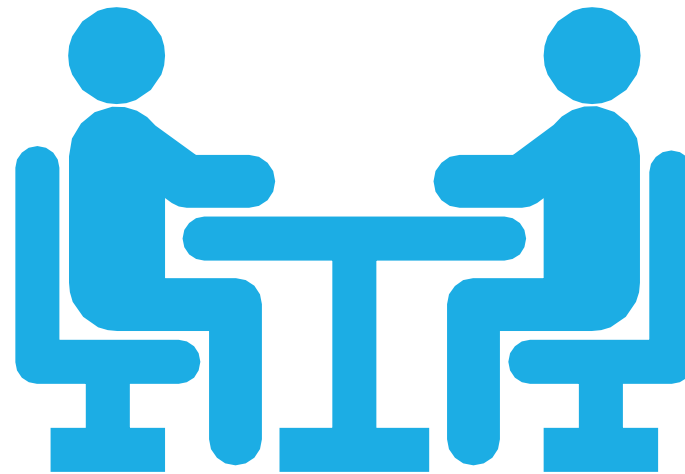Be friendly and encouraging in your instructions and posts.
Take part in the discussion.
If someone hasn't participated in a discussion within 3 days, consider contacting them by email.
It can be useful to ask questions.
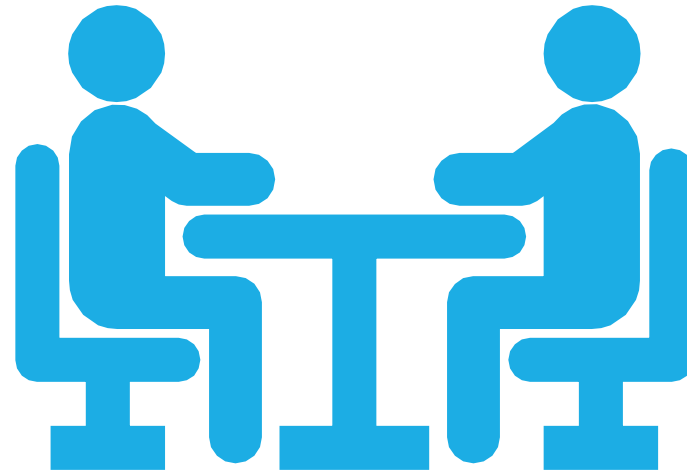Quote other people when replying to messages.
Change the subject line or title of your message to reflect the contents.

FACILITATING DISCUSSION FORUMS

Summarise a Discussion

If you need to move a discussion in a different direction, it is useful to summarise contributions so far.
To bring a discussion to a close, post a summary and thank everyone for their contributions.

WEBINAR

Ask your audience questions.

Help your audience get involved from the start.

Check comprehension instead of only asking questions.

Conduct a poll.

Make them laugh.

Have a ringer.

Call on people.

Solicit case studies or examples.

EVALUATION EXERCISES

Familiarize yourself with the case study or exercises and ensure that you can complete the requirements yourself before they are assigned to the participants.

• When encountering any difficulties in completing the case study or exercises, consult with the individuals who designed and developed them.

• Introduce the case study or exercises to the participants in accordance with the learning plan when the students have completed the requisite learning.

• Ensure that participants have been provided with all the instructions and information needed for completion, including scenarios and templates.

• Make yourself available to the participants for guidance on specific queries, but allow them to come up with solutions independently.

• Evaluate the participants' submissions against a predetermined solution, and provide timely and constructive feedback to participants.

QUESTIONS?