Guideline Vidéo 11 : Content preparation : How to prepare the content of an attractive distance learning course ?

By following these guidelines, trainers can create engaging, interactive, and technically proficient distance learning courses, providing an optimal learning experience for participants.

1. Choice of video conferencing interface :

Opt for a user-friendly and widely used interface to ensure easy access for your learners. Ensure a good understanding of the chosen platform's features for a smooth experience.

2. Segment the content into 10-15 minute units:

Divide your content into smaller segments to facilitate learners' assimilation of information. Promote engagement by providing live feedback after short videos and encourage participant reactions.

3. Vary the types of presented content :

Alternate between different formats (slides, videos, live discussions) to maintain participants' interest. Encourage active participation by including exercises, discussions, or quizzes at regular intervals.

4. Allocate time for interactivity:

Foster discussions and exchanges among participants to strengthen the virtual connection. Use polling or chat tools to gather real-time feedback from learners.

5. Avoid monotony:

Involve other speakers or invite experts to diversify voices and perspectives. Encourage learners to share their experiences and actively participate in the session.

6. Rehearse in real conditions :

Practice your entire sequence using the chosen platform, preferably with a colleague. Test technical features and ensure smooth transitions between materials. Take advantage of your colleague's feedback to adjust your content and anticipate potential issues.

7. Ensure technical mastery:

Familiarize yourself with advanced features of the platform, including screen sharing, chat, and interactive tools. Check the quality of your internet connection, microphone, and webcam.

8. Clearly communicate expectations :

Inform your learners of expectations regarding participation, feedback, and interactivity. Provide a participation guide and encourage communication outside of scheduled sessions.