

## **Guideline Vidéo 12 : How to maintain an interactive and engaging rhythm throughout the training to keep online participants motivated and focused ?**

*By following these steps, trainers can create dynamic, engaging, and well-paced distance learning sessions, ensuring motivation and focus throughout the training.*

### **1. Introduction and welcoming participants :**

Begin each session with a brief and warm introduction. Clearly state the objectives of the session, the expected duration, and any required materials. Remind participants of important technical rules, such as muting microphones when not in use.

### **2. Icebreaker activity :**

For initial sessions with a new group, incorporate a short icebreaker activity. For example, have participants introduce themselves in three words, fostering a relaxed and collaborative atmosphere.

### **3. Presentation of main content :**

Divide content into short segments to maintain attention. Use a variety of visual, multimedia, and interactive supports to avoid monotony. Ensure thorough preparation of content to ensure a smooth presentation.

### **4. Interactive activity :**

Plan an interactive activity to stimulate participation. Ask questions and encourage discussions in small groups using the platform's discussion rooms. Make sure to visit each room to facilitate task understanding and re-invite participants to the main room to share conclusions.

### **5. Short break planning :**

Integrate short breaks of at least a few minutes every hour. Allow participants to stretch and refresh to maintain their energy levels. Clearly indicate the time when the session will resume to avoid any confusion.

### **6. Question responses and clarification :**

Before concluding the session, allocate time to address participants' questions. Clarify any concerns that may have arisen during the session. Promote an open environment where participants feel comfortable asking questions.

### **7. Summary and announcement of the next session :**

End the session by summarizing the main ideas. Announce the topic of the next session and provide guidelines on necessary preparations.

## **8. Adaptation to group dynamics :**

Stay attentive to the group dynamics and adjust your approach accordingly. Encourage active participation by encouraging feedback and comments. Be flexible in your planning to meet the specific needs of the group.