Best Practices for Excellence in Distance Learning

CPWR
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RESEARCH AND TRAINING

Distance learning expanded rapidly in response to the COVID-19 pandemic. 7 K H effectiveness of a distance format is ultimately determined by the engagement and interest of the target audience as well as the skill with which information is delivered. It is important to have input from the many different types of participants in distance learning on everything from course development to classroom delivery to evaluation.

The following are princip O Hs for designing and delivering occupational health and safety training in a distance learning environment. They are recommendations for trainers and training organizations to consider prior to, during, and after the training and are consistent with best practices in adult learning and instructional excellence in occupational health and safety training. 5 H D G P R U H Z Z Z S Z U F R P G L V W D Q F H O H D U Q L Q J U H S R U W

1 Preparing to Deliver Distance Learning Courses

2 Q H of the overarching principles for training excellence in the distance learning format is being prepared prior to the training session. Below are points to consider.

Understand the Trainees h Needs

Gather information during the registration process by surveying the audience about what they would like to learn. Encouraging participation at the beginning through personal inquiry will more than likely lead to training that is more meaningful, relevant and useful to the audience, leading to enhanced safety at their workplace.

Post All Course-Related Information

Before the course begins, trainers should post all course information online, including training objectives, course outlines, associated materials, and training agendas. Making this material available ahead of time improves trainee readiness.

Practice, Practice, Practice!

As with in-person presentations, trainers are encouraged to conduct a practice session on the distance learning platform and, if possible, to demonstrate the presentation for an experienced trainer who can provide feedback. On top of this, familiarity with the virtual classroom application is crucial. Knowing how to use the features and tools of each platform will allow for a better experience for both the trainers and trainees.

Conduct Trainer Coordination Meetings

7 K H Oead trainer should coordinate meetings (pre-training and following each training session) to manage the activities of the training team (lead trainer, co-trainer, technology assistant). These meetings clarify expectationsand roles to assist trainers in honing the requisite skills to meet the needs of the learners in the distance learning environment.

Presenting the Training Course

Instructor knowledge and skill is a key driver of effective training in a distance learning