ELEARNINGNEWS ARTICLE

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5 techniques to become an online training specialist

Would you like to become an online training specialist? We present 5 techniques that will help you improve your communication skills and engage your students in e-learning training.

Despite the advantages of online training compared to the classroom, many find communication with employees more difficult online. But there are some techniques that you can use to communicate effectively and involve your course users more: let's see them together.

1. Ask your potential students online

If you have the opportunity, ask potential online students about their personal preferences and what gaps they feel they have. What would they like to investigate further? What are the aspects they find boring? So, find some compelling ways to present this content.

2. Repeat the information several times, use the slides to make them easier to memorize

Users need to listen to the new concepts several times, to allow them to connect them to previous knowledge and memorize them better.
The virtual public is in fact more exposed to sources of distraction, such as emails and messages that will appear on their screen while they are busy following your e-learning course. For this reason, it is necessary to repeat the concepts, especially the more complex ones, to summarize the key points visually. You can also record every online training session, so that participants can listen back later.
At the end of the course you can send a group e-mail, including slides, some notes and a link to the registration of the e-learning course just ended.

3. Show that you know the online platform you will be using

As an e-learning trainer, you need to know how the online platform you use will work, in order to feel comfortable using it to communicate with the public during e-learning training, as well as the fact that you may even seem little professional if you don't know how to use the platform or its specific features. You will also need to think ahead to any problems that may arise with the platform during training. In fact, if it is not managed effectively, technology can hinder rather than support communication.

4. Use appropriate and engaging language

Just like a radio presenter, you can use your voice to try to involve more your audience, even if they can't see you. This does not mean that you have to change the way you speak, but rather that you will have to speak slowly and clearly, take a breath while speaking the sentences and avoid an over-set tone of voice. Instead, use a natural and relaxed tone of voice, as if you were talking to a family person, sitting around the kitchen table in your home. It is also important to use encouraging language, which helps the user to feel comfortable during the training and satisfied with what he is learning: in this regard, it is better to use a language that is not too formal. It would also be useful to put yourself in the student's shoes, taking into consideration what you already know about the levels of experience already acquired to make the contents interesting to the participants.

5. Request feedback after your online training

E-learning training is increasingly common, but the art of transmitting knowledge online is still a relatively new skill, so you will need to receive regular feedback on the courses you have designed to improve as an online training specialist. You can include an optional, anonymous survey at the end of each course, so that students can provide feedback. Use every online course that creates an opportunity to sharpen your teaching design skills. The more feedback you collect and apply, the better your e-learning courses will be in the future.

Making your e-learning course engaging is a difficult task, but these techniques can help you become a skilled online training expert.