FUTURES
WITHOUT VIOLENCE ®

Institute for Leadership In Education Development (I-LED)
Distance Learning Workshop
Handout 11

Design an Interactive, Collaborative Learning Experience[1]

Preparation Questions

☐ What are the learning objectives for the session?

☐ How can I engage the learners throughout the session?

☐ How can I make lectures short (5 minutes) and interesting?

☐ For every 60 minute session, where will I include interactions using chat, polling, whiteboards, and icons?

☐ At what points will I encourage peer-to-peer collaboration?

☐ At what times will I call on learners to give specific examples or responses?

☐ How will I ensure that every person in the session participates?

☐ What pre-class assignment will engage their interest and commitment to learning about this topic? What relevant examples will I request in advance?

☐ How can I interact with a host or co-facilitator to stimulate interest and capture attention?

☐ How will I encourage learning transfer?

Prior to the web session

☐ Send an introductory email telling participants what to expect during the session

☐ Solicit relevant examples and problems

☐ Send handout pages; give an easy assignment to be completed before class

At session opening

☐ Review learning objectives

☐ Go over housekeeping issues

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[1]Cynthia Clay, Great Webinars: How to Create Interactive Learning that is Captivating, Informative and Fun (Pfeiffer, 2012).

- ☐ Ask for their experience
- ☐ Practice interaction and collaboration quickly
- ☐ Chat
- ☐ Poll
- ☐ Raise hands or thumbs up
- ☐ Whiteboard
- ☐ Describe level of participation expected
- ☐ Tell them (if) you will be calling on people
- ☐ Ask them to suspend multitasking

Following the session[2]

- ☐ Send slides
- ☐ Send post-session survey requesting examples of on the job application
- ☐ Consider tying certificates of course completion to active participation

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