

# Administering the Structure of Online Training

Similar to classroom training, online training must also follow some structure in order to accomplish the objectives of the training. However, in online training expect that participants would want a lot more flexibility within the structure.

In traditional seminars we may call them as our "house-keeping rules".

## Providing for Administrative Responsibilities

Coordinating and providing information about structural activities for such things as registration, schedule, agenda, moderator, publish resource materials and access to chat rooms, discussion boards, lists and many other administrative functions often are questions which are unanticipated by the novice online instructor.

## Communicate Structure

You may opt to use commercially available online Learning Management Systems and

tools otherwise known as LMS to track participation, testing and hosting synchronous or asynchronous learning experiences. However, it must be emphasized that regardless of



## Distribute a List of Participants

Distribute, or make available to all subscribers to the online conference, a list of participants so that private messages can be addressed to individuals and not to the public list or the discussion board.

In some online training procedures, it is not advisable to respond to each individual contribution, but better to respond to several at once by weaving them together.

the technology you decide to use, it is important that your online training has a structure or organization that your participants are fully aware of and that they can easily follow.

## Define Roles and Expectations Clearly

Participants must be fully aware of their roles and that of the trainers and their respective responsibilities while being part of the online training program.

## Feedback and Evaluation

Request feedback by inviting participants to tell how they feel about the online learning program.

## Preparation Time

Trainers find that planning, developing and distributing course materials needs a substantially greater lead-time for preparation than may be anticipated at first.

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### End the Sessions

Decisively end to each discussion thread and the online training. Conclude discussions so that they don't drag on after they have served their purpose.

### Participant Leaders

To improve participant involvement and share the tasks of trainers, it is perfectly reasonable to design elements of most online learning so that participants

could take turns as assistant trainers and lead the discussion.

This needs to be determined by the content of the training, and the skill, knowledge and attitude of the participants. But again, one trainer does not necessarily need to solely execute all these roles and tasks.