

# Online Learning Series

Online learning has caught up like wild fire in organizations both profit and non-profit. These Vignettes introduce the trainer, leader and manager on the tasks of online learning and facilitating online sessions.

## What is Online Learning and the Roles of Online Trainers

Defines what online learning is and how it works. Explains concepts like asynchronous and synchronous learning and types of interaction. Outlines the key roles of online trainers in online learning.

### Preparation: Role of Trainers as Facilitators

Online trainers are advised in this Vignette to make necessary preparations to ensure the success of your online learning experience. This involves asking questions, creating exercises, and allows more advance time.

### Mind Set and Skills: Role of Trainers as Facilitators

Features the five guidelines on the attitudes online trainers must have to make a successful online learning program. Without the right mind set for online learning, trainers will not be able to the full benefits of online learning interaction.

### Directing and Follow-up: Role of Trainers as Facilitators

Shows the skills required in facilitating an active online learning group. Suggests ways to direct the online learning interaction to the desired end-results.

### Online Trainer as Social Promoter

This Vignettes focuses the roles of online facilitator and how they can facilitate the online learning by creating an socially conducive learning environment. Ideas cover humor, interactivity, guarding again fear, and dealing

with problem participant problem social behaviors.

### Online Trainer as Administrator

As an administrator, online trainers should see to it that participants are on the right track. He or she has to prod, guide and prompt participants to participate. The trainer has several approaches like sending private emails, being patient with slow responses and responding quickly to the participants' need for guidance.

### Administering the Structure of Online Training

Just like classroom training, online learning requires a structure. Online trainers have a better chance of achieving the training goals by following some structure. Learners should know and follow the structure. Ideas cover: defining roles and expectations, allowing

feedback, sticking to agenda and schedule, and many more.

### The Online Trainers as Technical Planner

This Vignette discusses the tasks of online trainers in planning so that the technology that he or she employs will assist in realizing the learning goals. Ideas cover: determining lowest common denominators, understanding participant "technical readiness" and conducting test pilots of projects before launch.

### The Online Trainers as Technical Advisor

The online trainer acts as technical advisor. He or she should arrange that learners and participants will have the sufficient amount of support on technical problems before, during and after the online learning programs. This Vignettes discusses several approaches like encouraging peer learning and coordinating with your technical support people and others.

