Video 1.3.2

Online facilitation techniques

First: get prepared

familiarize with the virtual learning environment where the course will take place.

Get acquainted with the course and make a tutoring plan

Second.

Welcoming.

Work on the communication strategies to be used create a welcoming environment and promote the development of a sense of community.

Third.

Comply to the rules. Pay attention to undesirable conduct or inappropriate interventions in order to redirect the course of action and prevent conflict arousal.

Fourth.

Establish an online presence it is important to establish communication patterns provide regular feedback and promote a sense of belonging to the course

Fifth: provide information.

It is important to provide in advance as much information as possible about the course such as schedules activities, evaluation criteria, objectives among others.

Sixth: create a routine.

Implement rhythm setting strategies such as opening and closing the topics before starting a new one signaling the beginning and ending of collective moments.

Seventh.

establish discussion rules as a virtual learning facilitator. You must set the example. Establish the rules for discussions, keep interaction constructive and moderate dialogues to keep an assertive tone.

Eighth: meet the deadlines.

As a facilitator it is important to set appropriate deadlines to answer the participants demands and moreover to meet those deadlines.

Ninth:

Establish a relationship. Develop experience and implement diversified strategies to make the participants leave their comfort zone.

Tenth: follow-up

Follow up on activities in general and provide frequent consistent and constructive feedback in order to stimulate the participants involvement and reduce stress and dropout levels.

For further study please consider consulting the recommended references.