

DESIGNING AN EDUCATION SESSION FOR DIGITELL DELIVERY



NATIONAL ASSOCIATION OF
Community Health Centers

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INTERACTIVITY

You should design your education session to include activities, not as an information session where the audience is passive. The Digitell platform limits what you can do to interact with the audience:

- No breakout rooms available in the platform.
- Audience members communicated to the speaker only through chat, Social Q&A, and responses to polls.
- Moderators will normally monitor the chat and Social Q&A for speakers and deliver questions to the speaker.

It is highly recommended that you create Polls to help create an active learning environment. Please visit our guides to polls for speakers and polls for staff in the NACHC Online Library if you have never worked with polls. You can also find resources that outline best practices for moderating Digitell training events [here](#).

Finally, contact Ed Schelb at eschelb@nachc.com with any questions.

“CHUNKING”

You want to organize your presentation to help your audience focus and stay engaged. We recommend that you structure your talk in four or five sections that build in some form of activity into each. The activity may be a poll, a posing of a problem, or an inquiry into how participants handle a particular issue (to name but a few). Four sections will give you around 12 minutes per section, which will help sustain the audience’s attention.

The chart below elaborates telegraphically best practices in design. For more detailed discussion, you can visit our instructional design resources [here](#).

Suggested Time	Content
2 minutes	Introduction
5 minutes	Context Statement, Learning Objectives and WIIFM (“What’s in It for Me?”) <i>What to Do</i> <ul style="list-style-type: none">• Housekeeping and introductions.• Give the WIIFM.• Review learning objectives: should be succinct, specific, and no more than 4.• Reinforce the importance of the skills that participants will acquire. How will they affect their day-to-day work? <i>What to Avoid</i> <ul style="list-style-type: none">• Do not plan to read slides, and especially your learning objectives verbatim.

	<ul style="list-style-type: none"> Do not cram everything into one slide – less text is more (even if it increases the total slide count using this approach).
<p>12 minutes</p>	<p>Topic 1: Presentation and Activity</p> <p><i>What to do</i></p> <ul style="list-style-type: none"> Establish a beginning, middle and end. This section often contains a WIIFM statement. Provide real examples to reinforce general concepts. Create an activity that practices what you have just introduced. <ul style="list-style-type: none"> Practice using a tool, actively respond in the chat, use a polling question to ensure knowledge retention, use social Q&A to see open ended responses within the PPT. Make sure that your activity can be completed in the allotted time. You probably cannot orchestrate a really complex activity. Adjust your expectations of the breadth of content you can present (in comparison with a “lecture” style). You cannot cover 50 slides and expect to foster interactivity. It’s impossible! Consider providing activities that can be completed by participants outside of the actual presentation in a handout. <p><i>What Not to Do</i></p> <ul style="list-style-type: none"> Avoid overpacking your slides with text. Avoid graphics that serve no purpose. Simplify your language on screen—be as minimal as you can. Don’t read your slide to the audience, use them as milestones or reference only.
<p>12 minutes</p>	<p>Topic 2: Presentation and Activity</p> <p><i>What to do</i></p> <ul style="list-style-type: none"> Create a distinct break in your slide deck. Articulate how this topic is related to the first. Include an activity to reinforce content. <ul style="list-style-type: none"> Vary your activity types. Not every topic needs a complex activity. <p><i>What Not to Do</i></p> <ul style="list-style-type: none"> Avoid questions that will obviously yield 100% correct answers. Fail to draw out the lessons of an activity.
<p>12 minutes</p>	<p>Topic 3: Presentation and Activity (this time with a video)</p> <p><i>What to Do</i></p> <ul style="list-style-type: none"> Create a distinct break in your slide deck. Articulate how this topic is related to the prior. Include a video to provide or reinforce content. <ul style="list-style-type: none"> You will be asked to provide the video file so that the Digitell tech can launch the video. Include an activity for participants to respond to the video: chat, social Q&A, notes to themselves, poll question.

12 minutes	Topic 4: Practice and Activity <i>What to Do</i> <ul style="list-style-type: none">• Create a distinct break in your slide deck.• Articulate how this activity reinforces session content.• Be clear about how long your activity will last.<ul style="list-style-type: none">○ Be realistic about your timing. Don't cut this short because you ran out of time-end the session strong. <i>What Not to Do</i> <ul style="list-style-type: none">• Don't think you can just wing it. Practice your timing!
5 minutes	Wrap-up/Questions <i>What to Do</i> <ul style="list-style-type: none">• Respond to questions (from Chat and from Social Q&A)• Focus on the application of new skills.<ul style="list-style-type: none">○ Reinforce handouts, your availability after the session for questions,○ Call to action – implement one thing in the next 10 days.• Thank presenters, evaluation reminder, highlight next steps of the conference.