Title:
Best practices for eLearning

Word Count:
309

Summary:
Let's say it, training for new employees is usually done "on the go", while their performance takes its time to show. Moreover, 80% of the accumulated knowledge of an enterprise is in the mind of its personnel and this knowledge leaves when the employee does. Consequently, the knowledge management and the sharing of the best practices are the major concerns of the continuing training and the coaching. This is the real challenge of the learning process in which participation is key.

Keywords:
web presentation, webcast, teleconference, webinar, internet video conference, audioconference, webconference, web conference, emeeting, skype, software,training, sales, meeting, video conferencing, e-learning, customer loyalty

Article Body:
Preparation
The eLearning is held live or on-line in which what we would correctly call a virtual class or recorded, in self training. In the case of a virtual class, voice is broadcasted through an audioconference or via Skype and for a broadcast only, it would be done through WEBcast directly on the WEB. The WEB page of a training center could display a list of courses for the registered WEBconferences that in fact constitutes the resume of the programs for the customized training. In the chapter regarding the personalized coaching, the presence indicator with Skype allows to be informed of the accessibility of a colleague, to ask for the opinion and to ask, by clicking, to share with the person your screen, to consult over a document.

Progress
The array of Conferenceware functionalities can contribute to help the training and sharing. The PowerPoint presentation and the screen sharing to make a demonstration or display Word or Excel documents are the privileged tools. Several presenters may interact while on a training, like a pedagogue accompanied by a contents specialist, no matter where they might be. The presenter might transmit to the participants an image or a file, such as a

reference document finally, to make it more dynamic, the presenter may propose a quiz that the participants answer and to which he/she could display the results.

Follow up

As a follow-up for a WEBconference course, the participants might be subjected to an exhaustive exam. To do so, we offer a poll service in order to easily configure a multiple choice questionnaire to evaluate the knowledge acquired. The display report allows, in itself, the supervision of the completion of the self training program for each employee. In fact, the recording of the courses, actually meaning their edition to eliminate the superfluous segments, allows the conservation and the timely broadcasting.