

# Education & Training of Researchers



*Identifying and leveraging existing learning resources for ACI topics and resources. Developing novel materials for in-person learning and self-directed learning, including both education (knowledge/awareness) and training (skills/practice). Leveraging established practices for effective teaching.*

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1. Introduction
2. Overall Considerations
  - 2.1 Identify Gaps
  - 2.2 Pursue Multiple Learning Formats
  - 2.3 Leverage Existing Materials
  - 2.4 Organize and Promote Learning Materials for Ease of Use
  - 2.5 Obtain and Integrate Feedback
  - 2.6 Infrastructure Needed for Material Development
3. Content Development Strategies
  - 3.1 Establish goals of the learning material
  - 3.2 Clearly communicate prerequisites and limitations
  - 3.3 Organize content within conceptual units
  - 3.4 Clarity and Brevity
  - 3.5 Use Visual Aids
  - 3.6 Assess and revise, continually
4. Format-Specific Considerations
  - 4.1 Written Materials
  - 4.2 Verbal Formats
5. Promoting Learning between Researchers

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# Clarity and Brevity

- Use general terminology that will already be familiar. (Know your audience!)
- When introducing new, necessary terms, define them clearly and consider drawing attention with visual formatting. (bolding, italics, etc.; be consistent)
- Identify potential ambiguity in wording, and use specific nouns over pronouns.
- Select simpler terms over more complex synonyms (e.g “use” over “utilization” and “individual” over “individualized”).
- Use words efficiently, paring language down to essential messages and avoiding redundancy. Write in short paragraphs.
- Place key information and actions in the first clause of a sentence and in the first sentence of paragraphs, especially for tutorials.
- Use strong verbs to achieve active voice (i.e. “arranged” over “made arrangements for”).
- Read passages out loud in order to identify an appropriate, natural voice.



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# Format-Specific Considerations: **Written Materials**

- Know the 3 (4?) types of written documentation!
  - Concept Overview (think: knowledge/understanding)
  - Tutorials (think: skills, how-to's, step-by-step)
  - References (lists of how specific features work)
  - (FAQs, for which there are specific tips)
- Can one piece of documentation include multiple of the above?

# Format-Specific Considerations: **Verbal Formats**

- Categories of Verbal Formats
  - Informational talks (think: concept overview)
  - One-to-Many training (think: tutorials)
  - One-on-One training (think: assistance)
  - Videos?
  - (Other?)



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**More in “Facilitating Researcher Connections”, to be released very soon!**

## 5. Promoting Learning between Researchers