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.
Education and 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.

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
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
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

http://aci-ref.github.io/facilitation_best_practices/activities/06-education/
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.
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
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
  o Informational talks (think: concept overview)
  o One-to-Many training (think: tutorials)
  o One-on-One training (think: assistance)
  o Videos?
  o (Other?)
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

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