Effective Communication for Remote Learning

5 WAYS TO IMPROVE YOUR DIGITAL COMMUNICATION

1) VOLUME OF WRITTEN COMMUNICATION
Avoid flooding learners/caregivers with emails and notifications. Be aware of the number of emails and/or notifications sent from you, as well as, your colleagues. Always reread for accuracy.

2) VIDEO DURATION
Reduce attention loss by keeping videos under 5-6 minutes in length. Segment longer lessons using multiple short videos.

3) VIDEO STRUCTURE AND ORGANIZATION
Be concise. Define a clear purpose. Use bullet points or formatting (bold text/highlight text) to identify the most important information. Consider a framework for instruction. If video includes assignments, follow up with written communication and expectations.

4) TIMING OF COMMUNICATION
Create a consistent schedule learners/caregivers can count on. Send communication on a specific day(s) of the week and time(s) of the day.

5) FLEXIBILITY
Allow learners 24-48 hours to respond to communication. Some learners may not be able to attend virtual class meetups or chats. Be flexible by making meeting information available in other ways such as taking meeting notes or recording the meeting.

Kent ISD
We Lead Learning