

Webinar Development Orientation

Introduction

- **Title:** Webinar Development Orientation
- **Project Overview:** This project comprises an 8-minute training video and a two-page reference guide and template for writing assessment questions. It is designed to orient volunteers working with the American Pharmacists Association (APhA) to the webinar development process. These resources serve as a pre-training foundation, providing subject matter experts with essential context before their initial live training session.

Training Outline:

Training Video

- **Duration:** 8 minutes
- **Objective:** To offer a concise and comprehensive overview of the webinar development process, highlighting key stages and expectations for volunteers.
- **Content:**
 - Introduction to the webinar development process
 - Key stages: Planning, Designing, Developing, Implementing, and Evaluating
 - Expectations for volunteers
- **Delivery Method:** Video demonstration with narration and visual aids

Reference Guide

- **Format:** Two-page document
- **Objective:** To provide a template for writing assessment questions and serve as a quick reference for volunteers.
- **Content:**
 - Guidelines for writing effective assessment questions
 - Examples of assessment questions
 - Template for question development

Instructional Methods

1. Video Demonstrations

- **Purpose:** To provide visual and step-by-step guidance on the webinar development process.

- **Method:** Screen recordings and visual aids with narration explaining each step in detail.

2. Scripted Narration

- **Purpose:** To ensure clarity and consistency in the instructions provided.
- **Method:** Pre-written scripts for each segment of the training video.

3. Reference Materials

- **Purpose:** To offer quick reference and guidelines for writing assessment questions.
- **Method:** A two-page reference guide with best practices, examples, and templates.

Learner Outcomes

1. Knowledge Acquisition:

- **Understanding the Webinar Process:** 90% of participants will be able to correctly identify and explain the key stages of the webinar development process.

2. Skill Development:

- **Creating Assessment Questions:** 85% of participants will be able to write effective assessment questions using the provided template within 15 minutes of practice.

3. Application:

- **Engaging in Live Training:** 80% of participants will be able to engage more effectively in live training sessions, asking informed questions and contributing meaningfully.

4. Retention:

- **Long-Term Retention:** 70% of participants will be able to recall the key stages of the webinar development process two weeks after the training session.

5. Feedback and Evaluation:

- **Satisfaction Score:** Achieve an average satisfaction score of 4 out of 5 on post-training surveys regarding the clarity and usefulness of the training resources.

Review and Feedback

- **Test Audience:** Conduct a trial run with a small group of volunteers.
- **Feedback:** Collect feedback on clarity, pace, and overall effectiveness.
- **Revision:** Make necessary adjustments based on feedback to improve the final training video and reference guide.