

Nitonya Chaisson, Digital Learning Coach

Communication, Interpersonal and Organization



## TABLE OF CONTENTS

Communication .....	3
Non-verbal .....	3
Verbal .....	3
Visual .....	3
Interpersonal .....	3
Organization .....	3
Delegating/Detail-Orientation .....	4
Planning .....	4
Prioritizing/Time management.....	4

## COMMUNICATION

### NON-VERBAL

My strongest connections with students are my skills of creating engaging and enhancing learning experiences. Some subject matters are difficult to understand and proper nonverbal cues support the learner. As an IDT professional, I feel it is important to include context placement of vocabulary and examples of modeling to achieve expectations and objectives. It is also important that narrations are clear and concise and content matter is beneficial to learning. Most of all, engaging your audience with appropriate body language, paralinguistics, gestures and creating a classroom atmosphere guides students towards their educational goals. It is also important to allow your students to actively use opportunities to non-verbally respond by using emoji's and classroom direct messaging to showcase their understanding and need for assistance.

### VERBAL

It is extremely important that information is spoken clearly and at a speed that is developmentally appropriate to your learner. To support this technique, I feel it a need to repeat important facts to give students numerous opportunities to register information for requested expectations. Other verbal skills that will be used support intrapersonal, interpersonal and small group communication. Creating opportunities for personal understanding, taking time for one-on-one interactions , and creating a group atmosphere are my main goals in reaching expectations verbally.

### VISUAL

To reach guidelines, expectations and standards, it is important to use, and point out visual representations to further support learner engagement and comprehension. I feel it is necessary to not only create visual content but to know and show the given content matter in a "live" perspective to allow appropriate perception of insight and understanding. This in turn will support learner retention and help the student meet standards and teacher expectations.

## INTERPERSONAL

In presenting a more acceptive interpersonal atmosphere, I would include the listed skills in this document. Other interpersonal skills I feel are quite important include problem solving techniques & classroom management, empathy, supportive leadership, active listening, appropriate expectations, a positive character, and the creation of togetherness across a digital classroom

## ORGANIZATION

## DELEGATING/DETAIL-ORIENTATION

As an Instructional Design Technologists, I am aware of my limitations and understand that talent and skills can get the job done efficiently. I feel it is important to know digital team members specialties to create engaging content that meets TEA TEKS but also encourages continuing engagement of learners. Knowing the team's specialties allow for additional resources when achieving needed educational goals. This also supports workplace engagement as we begin to understand the importance of our team and its members.

## PLANNING

My best practices of creating and supporting digital learning is the start of a solid foundation. It is detrimental to the learning experience that a backbone of lesson plans is used to highlight key subject objectives for comprehension to meet the recommendations set out by TEA TEKS and instructor/teacher expectations. In planning for digital learning, it is also important to involve learners, before digital creations, to create enthusiasm and preparation for the course/class. When I know about student/teacher concerns and support their needs, I can increase productivity by eliminating or creating awareness. Other planning techniques include pre-testing individuals to create a knowledge base and the use of technology skills that are conducive to learning for individual's needs.

I feel it is important to plan for achievements not only at the beginning of school but continuous opportunities that can be achieved throughout the year. It is important to build positive attitudes towards digital content by maintaining objectives while creating engaging experiences that support learning. My assistance from case studies, the use of digital classroom procedures & rules and the use of the provided clear instruction materials will create the foundations of instructional activities, organization and pacing. Preparations of digital room arrangements and knowledge of possible issues associated with learner interaction is another opportunity to plan for learning success.

## PRIORITIZING/TIME MANAGEMENT

For my skillset to assist, I must utilize systems that allow opportunities in engagement (my strongest skills stand in this section). I must have course knowledge of content (hands-on experience) to create productivity that achieves the learning objectives and content awareness. For this skillset within a course, I create knowledgeable content that is parallel to the development stage of my learner. Personally, my studies have recently included education, my Master of Education in Instructional Design and Technology of "engaging" specialties and Bachelor of General Studies concentrated in education, but my additional skillset includes not only a general understanding but documented studies in psychology, science, math, physiology and patho. This assist with creating engaging content that is relatable to the subject matter.

When I use this skillset in the remote workplace, I am utilizing programs and resources that support me in meeting deadlines and creation of hierarchy list of needs and accomplishments.

While using this skill as a digital learning coach in management of an instructional setting, I feel it is important to focus on subject matter objectives to maintain learning while supporting the structure given by the learners TEKS.