

Program Development and Evaluation



Program Development and Evaluation
University of Wisconsin-Extension
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www.uwex.edu/ces/pdande.html

Guidelines for Facilitators of Satellite Videoconferences

EXERCISE 1: Environmental and Educational Conditions for Optimal Learning

Check Sheet

- An atmosphere that is welcoming, safe, friendly, positive and supportive
- A pleasant room (clean, comfortable, fresh, well-maintained, well lit, well-ventilated, aesthetically pleasing, acoustically sound, safe, accessible, free from distractions and conveniently located)
- Comfortable furniture and equipment arranged to accommodate the variety of tasks inherent in the distance learning experience (i.e. viewing, writing, interacting, listening, etc.)
- Relaxing instrumental music (ideally 60 – 70 beats per minute)
- Guided relaxation exercises
- Fresh flowers, live plants
- Motivational and/or educationally relevant wall posters
- Drinking water/cups at tables
- Refreshments and colored napkins
- Opportunity to stretch and move about
- Teaching strategies to actively involve participants in thinking, feeling and doing

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