NHSE TEL elearning session plan

Title Keep the title of your session short and to the point	NHSE elearning author guide
Description Describe your session in 1 sentence.	This session offers guidance on writing content for NHSE elearning sessions.
Audience Identify the audience for the session	Individuals who will be writing elearning session(s) for NHSE TEL.
Author name, role and biography	**Name:** Content Development Team **Role:** Technology Enhanced Learning. NHSE Workforce training and Education Directorate. **Biography:** The NHSE TEL Content Development Team create digital learning resources to meet the challenges of growing, training and upskilling the workforce.
Learning outcomes Identify a maximum of 4 to 5 learning outcomes.	By the end of this session, you will be able to: • explain the factors which should be considered when creating NHSE elearning content • create a session plan • submit structured and outcome-focused content • describe your role within the session development process
Introduction Introduce your session in 1 or 2 paragraphs.	Good content is essential for the success of an elearning session. Writing good content is about more than correct spelling and proper grammar. It's about engaging your learner and ensuring they can spend less time interpreting content and more time retaining knowledge. This session is designed to guide you through the authoring process and advise on how to write content that will engage and motivate learners.

Publication reference:

Key topics	1. **Discuss the essential considerations for writing elearning content**
List the key topics under each of your learning objectives.	• Understand the target learner and how they will benefit from the learning. • Understand why the learning is needed. • Define learning objectives and stay focussed on them. • Concise and clear writing style. • Include opportunities to pause and reflect. 2. **Create a session plan** • Identify aims, audience, learning objectives, assets. • Strengths and limitations of elearning. • Create a session plan, tips and download example. • Session plan should be reviewed and should be complete and signed off by CL/stakeholders and submitted to NHSE before you begin writing. 3. **Submit structured and outcome-focused content** • 3 golden rules: Accessibility, inclusivity, engagement. • 6 step process: Introduce, hook, structure: build, summarise, signpost. • Assessment questions. • Content complete checklist. • Content should be complete and signed off by CL/stakeholders before submission. 4. **Describe your role within the session development process** • Roles and responsibilities. • Phases of the development process.
Key learning points List single sentence 'take away' points you want learners to retain after completing the session.	• Consider the purpose, aims, assets and audience for your session, these factors will influence how you write your content • identify your learning objectives, include a maximum of 4 to 5. If you think you will need more, you will need more sessions • elearning should only communicate the key learning points of a topic in a way that can be retained • a session can include a maximum of 3500 to 4500 words. If you think you will need more, you will need more sessions • complete a session plan document and ensure it is signed off by your clinical or project lead and the NHSE TEL team before you write you content • Follow the 6-step process to help you create your content. • Break up your content with knowledge checks and/or activities to reinforce learning providing constructive feedback. • Incorporate stories and/or case studies into your content to add context and make your content relatable and memorable. • Make suggestions for images to support your learning points. • Provide placeholders, transcripts, links to any video and/or animations. • Provide links to all sources you reference. • If required, write assessment questions which reflect the key learning points. • Your role in the development process involves working collaboratively with other team members to design and build your session. • Respond to requests and queries as soon as possible as delays can impact the delivery of the project.

Will your session include a formal assessment?	No
Asset requirements Add details of any graphic, photo, video, audio or animation assets NHSE will produce for your session.	Bespoke illustrations

ADDITIONAL MATERIALS, RESOURCES OR ACTIVITIES	
Websites List websites you wish to signpost learners to for more support and guidance.	• Elearning heroes. All About Learning Objectives for E-Learning. View website • Shift elearning. Writing for elearning. View website • Elearning Industry. 5 ways to create engaging elearning content. View website • Talk LMS. How to create elearning content learners will love. View website
Further reading List books, studies, articles, guidance you wish to signpost learners to for information.	• NHS Content Guide. Standard for creating health content View website • NHS Content Guide. Inclusive content. View website • NHS Digital Service Manual. Accessibility. Guidance for content. View website • NHSE Readability tool. View website
Downloads: List documents you want to make available for download.	• NHSE TEL. Session plan example. • NHSE TEL. Content document example. • NHSE TEL. Content plan example. • NHSE TEL. Writing questions for formal assessments. • NHSE TEL. Animation script writing guidelines.