

## Guidance document on 'Master Template'

These are instructions for designers and template managers of a learning intervention which is build in moodle and where this is called a 'course'.

- Please participate in the following [e-course](#) in which you learn how to manage a learning intervention. The e-course is also available in [Spanish](#). After following the steps indicated also in the e-course you will receive an customizable course or template (of an already existing learning intervention).

### I have a template for my training/e-course - HOORAY! What now?

- This Master Template should be self-explanatory: please go through all the sections (in moodle they are called weeks/topics) and fill them in.
- Fill in content - If you have not participated in the [Training Methodologies](#) training yet, we strongly recommend to do that as soon as possible. To familiarize yourself with the RA learning approach please contact your liaison. Please see here who your liaison is [Shall we add a link with the liaisons Africa: Rene Pieneman, Asia: Koen den Braber, LATAM: Reiko Enomoto].
- Don't forget to put in learning objectives so that the participants know what they learn while participating/taking this course: A learning objective is a brief, clear statement of what the participant should be able to do as a result of a training. Learning objectives are the keystones for the design of the training.
- We embrace a competency-based learning approach. This means each learning intervention contributes to one or several competences and for each you could have one or more learning objectives. Competencies are measurable standards of knowledge, skills and attitudes that determine the desired performance and behaviors for a specific role at a particular level. Competencies may be acquired through education, training, and experience.
- Good practice: Take the course yourself (in the role of participant) and get a colleague to take the e-course as a participant to make sure all functionalities work

### My e-course has been live for a while - How to review and improve my e-course?

- At least once a year the feedback given by participants has to be checked
- Based on the feedback, determine possible improvements
- Check that all the content is still up-to-date
- Make changes in the template
- Good practice: Get a colleague to take the e-course in the template to make sure all functionalities still works
- Launch e-course