Course Agenda
Facilitating Face-to-Face Learning

Module	Title and Sub-topics	Day
Module 1	**Course introduction**	
Module 2	**Preparing the environment** - Understanding audience needs - Applying the foundations of learning - Creating the learning environment	1
Module 3	**Conveying information** - The learning cycle - Introducing training - Delivering training - Giving feedback - Concluding training	2
Module 4	**Managing the class** - Managing disruptive learner behaviours - Managing time - Working with equipment	3
Module 5	**Applying your learning** Practice presentations with feedback	4
Module 6	**Course conclusion**	
Trainer Certification	IFC-LPI Trainer Certification based on TPMA Distinction Criteria	5

Virtual Bonus Sessions

Session	Content
Engaging Participants Online	- Getting participants to engage more. - Holding participants' attention. - Adapting in-person materials for online. - Looking more professional while presenting.
Advanced Online Facilitation Skills	- Setting the mood. - Online collaboration tools.
Zoom like a Boss !	- Basic meeting settings - Advanced meeting settings - Zoom platform: Tools and features - Other collaborative tools