

Course Agenda

IFC Facilitating Learning & LPI-UK Trainer Certification Virtual Programme

Module	Content	Session Date & Time
Orientation	Introduction to the programme. - Introductions - Introduction to web-conferencing software - Our approach - Class schedule - Course pre-requisites - Website navigation - Questions	Orientation Thu 27 August 7.00 -9.30 p.m. EAT
Introduction	Course Introduction	Session 1 Tue 1 Sep 7.00 -9.30 p.m. EAT
Module 1	Preparing the learning environment - Understanding audience needs - Applying the foundations of learning - Creating the learning environment	
Module 3	Conveying information - The learning cycle - Introducing training - Delivering training - Giving feedback - Concluding training	Sessions 2 – 4 Fri 4 Sep Fri 11 Sep Tue 15 Sep 7.00 -9.30 p.m. EAT
Module 4	Managing the class - Disruptive learner behaviours - Managing time	Session 5 Fri 18 Sep 7.00 -9.30 p.m. EAT
Module 5	Engaging participants online* - Getting participants to engage more - Holding participants' attention - Adapting in-person materials for online - Looking more professional while presenting	Session 6 Tue 22 Sep 7.00 - 9.30 p.m. EAT

Module	Content	Session Date & Time
Module 6	Advanced online facilitation skills* - Setting the mood - Online collaboration tools	Session 7 Fri 25 Sep 7.00 – 7.30 p.m. EAT
Module 7	Applying your learning - Detailed debrief of online practice presentation and feedback sessions ** -	Session 8 Fri 2 Oct 7.00 – 7.30 p.m. EAT
Module 8	Training Conclusion	

Bonus Sessions

Session	Content	Session
Zoom like a Boss !	- Basic meeting settings - Advanced meeting settings - Zoom platform: Tools and features - Other collaborative tools	Bonus Session 1 Tue 6 Oct 7.00 – 7.30 p.m. EAT
Facilitating In-Person	- Flip-chart magic - PowerPoint tips - Communicating with power - Mini-teach & feedback	Bonus Session 2 9 or 17 Oct 8.30 a.m. – 1.00 p.m. EAT

In-Person IFC-LPI Trainer Certification

Session	Content	Session
In-person IFC-LPI Trainer Certification	Delivery of 45-minute training session by each candidate.	Trainer certification Fri 16 Oct 8.30 a.m. – 4.30 p.m. EAT

Note: Submission deadline for recorded training session: **16 October 2026.**