

Agenda: Facilitating Learning Online (FLO) Course

15 November – 1 December 2021

| Date | Session | Module | Module | Topics |
|--------|-------------|--------|-------------------------------------|--|
| 12 Nov | Pre-session | N/A | Preparatory Session 1 ½ hours | Introductions, Zoom platform |
| 15 Nov | 1 | 1 | Course introduction | Overview, objectives, introductions |
| | | 2 | Preparing the learning environment | Understanding your audience's need |
| 17 Nov | 2 | 3 | Conveying information | The learning cycle, introducing training |
| 19 Nov | 3 | | | Delivering training |
| 22 Nov | 4 | | | Giving feedback, concluding training |
| 24 Nov | 5 | 4 | Managing the class | Managing disruptive learner behavior Managing time |
| 26 Nov | 6 | 5 | Engaging participants online | Engaging participants, adapting content for online delivery, professionalism |
| 29 Nov | 7 | 6 | Advanced Online Facilitation Skills | Setting the mood, Advanced online tools |
| 1 Dec | 8 | 7 | Applying your learning | Training practice sessions with feedback |
| | | 8 | Conclusion | Training conclusion and evaluation |

To register, kindly click on the link <https://forms.gle/QFZMLmAC7x7cMkJeA>