Facilitating Learning: Online and In-Person + IFC-LPI TPMA Certification

This program teaches you how to be a more dynamic and effective trainer. The course consists of eight (8) two-hour sessions beginning from 20th October 2022 through to 08th December 2022. The program is similar to IFC's Facilitating Face-to-Face Learning (FFF); however, it differs from FFF in a few key aspects:

- It is offered entirely remotely, using live online sessions on Zoom platform.
- It focuses on face-to-face and live online training..

After attending the course, you will be able to:

- Conduct engaging, interactive and informative training sessions.
- Manage the training environment (both online and in-person).
- Adjust your teaching to suit your participants' needs.
- Facilitate discussions that enhance your participants learning experiences.

Pre-requisites of the course:

Before you come to the first session, you must complete the Foundations of Learning program. This program consists of four pre-requisite learning experiences, which you must complete on your own time, on the internet, BEFORE attending the class. The four pre-requisite learning experiences are as follows:

1. **Maximizing Learning:** Get answers to some of the most frequently asked questions that trainers often have about how to train. In the process, learn about some key principles that are central to our approach and which are discussed in more depth during the week-long in-person session. *(Duration: 30 minutes)*
2. **The Training Lifecycle:** Discover a process that can help you provide high-quality training. *(Duration: 15 minutes)*
3. **Ethics for Performance and Learning Consultants:** Learn how to protect and enhance your reputation, business, and profession by using a decision-making tool to best respond to the most common ethical dilemmas you might face as a performance and learning professional. (Duration: 20 minutes)
4. **Finding Your Path for Facilitation:** Learn a little about yourself and your strengths and weaknesses when conducting training. *(Duration: 10 minutes).*

Topics to cover:

- Understanding you audience's needs.
- Enhancing the learning environment.
- How to convey information.
- Overcoming the biggest challenge in training.
- Effective class management techniques.
- How to engage participants online.
- Avoiding the most common facilitations blunders.
- Advanced online facilitation skills and tools.
- Trainer Performance Monitoring and Assessment (TPMA) Evaluation Criteria.

The Program:

This program includes eight modules, spread over two months, for 16 instructional hours. In between the sessions, participants will be expected to complete self-study work and participate in group exercises. Participants will also be required to submit videos of themselves facilitating a 5-minute and a 15-minute training segment using the techniques taught in the course.

- **Pre-Course Webinar.** Thursday October 20 | 6:30 pm - 8:30 pm EAT
- **Session 1** - Tuesday October 25 | 6:30 pm - 8:30 pm EAT
- **Session 2** - Tuesday November 01 | 6:30 pm - 8:30 pm EAT
- **Session 3** - Tuesday November 08 | 6:30 pm - 8:30 pm EAT
- **Session 4** - Tuesday November 15 | 6:30 pm - 8:30 pm EAT
- **Session 5** - Tuesday November 22 | 6:30 pm - 8:30 pm EAT
- **Session 6** - Tuesday November 29 | 6:30 pm - 8:30 pm EAT
- **Session 7** - Tuesday December 06 | 6:30 pm - 8:30 pm EAT
- **Session 8** - Thursday December 08 | 6:30 pm - 8:30 pm EAT

Please check the corresponding time in your country zone.

Certificate award:

All participants will receive the certificate of completion of the "Facilitating Learning: Online and In-Person" course provided that they:

- Complete the prerequisite Foundations of Learning course.
- Attend at least 80% of the "Facilitating Learning: Online and In-Person" course.
- Complete all course assignments.