



Schedule: IFC Facilitating Learning In-Person and Online (FLO) Course

13 November to 15 December 2023

Date	Session	Module	Module	Topics
13 Nov	Pre-session	N/A	Orientation Session 1 ½ hours	Introductions, Zoom platform tools
14 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
24 Nov	3			Delivering training
28 Nov	4			Giving feedback, concluding training
1 Dec	5	4	Managing the class	Managing disruptive learner behavior Managing time
5 Dec	6	5	Engaging participants online	Engaging participants, adapting content for online delivery, professionalism
8 Dec	7	6	Advanced online facilitation skills	Setting the mood, advanced online tools
15 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>