ONLINE   E-LEARNING

DIGITAL FACILITATION IN SYNCHRONOUS EVENTS

25 APRIL – 5 JUNE 2022
PRE-ENGAGEMENT PHASE STARTING 4 APRIL

Syllabus

etui.

ITC
ILO
International **Training** Centre

BACKGROUND

COVID-19 and the ensuing lockdowns accelerated the adoption and transition of pedagogical paradigms from a largely offline-mode, in which technology augmented learning, to an online-mode where technology is becoming as important as pedagogy. This transition was quick, or maybe too quick! Those who were tech-savvy caught on early, those camera-friendly were at ease.

To cope with the constantly evolving training practises in online settings and to provide some clarity on the different dimensions required by facilitating in online settings, ETUI, the European Trade Union Institute, has designed an online course on Facilitation techniques for online events, which is meant to improve the skills of trainers and facilitators of online events and courses.

WHAT WILL I LEARN?

- What are the different dimensions of online facilitation?
- How many types of online events do exist? And what are their characteristics?
- Which skills are useful to facilitate online settings?
- Which methods are best suited to facilitate online interaction?
- How to work in groups and prepare for an online session?

HOW

Online Facilitation is about "people" who need each other to learn, that is why this course aims at creating space for exchange and conversations. The programme is conducted fully online using interactive self-guided learning modules, knowledge checks, live webinars, a mobile game and a final live simulation.

Phase 1 Pre-Engagement	Phase 2 Get started	Phase 3 Orientation	Phase 4 Group Work	Phase 5 Simulation
4 - 8 April	11 - 22 April	25 - 29 April	2 - 20 May	23 - 27 May	30 May - 3 June
1 week	1 week	1 week	1 week	1 week	1 week
Learners have all the information needed prior to the start of the programme and share with tutors relevant information about their background during a live event.	Learners equip themselves to get started by introducing themselves in the forum, checking their prior knowledge and familiarising with the online environment and training programme.	Learners get started by sharing opportunities and obstacles of Online Facilitation with the course community, start identifying peers and a virtual facilitation scenario.	Learners go through three learning modules covering the main dimensions of Online Facilitation: Type of Online Events, Skills needed for Online facilitation and Methods.	Learners consolidate their learning through group work and preparing to simulate an Online facilitation scenario.	Learners simulate an Online Facilitation moment, as part of their group work, and receive feedback from tutors and peers.
3 h	2h30min	3h/week	4h	5h

In particular, Phase 3- Orientation involves the following activities:

- Share your thoughts and experience on a weekly topic with your peers and the online coaches via a Forum (15 min)
- Acquire knowledge on adapting the facilitation style according to the type of online event, managing online interactions and methods that can support learning online through an interactive self-guided learning module that contains readings, questions, quizzes, case studies and videos.(45 min)
- Participate in live webinars and live Q&A with staff, advisors and consultants to dig deeper into the weekly topic, stimulate exchange and spark innovation.(90 min)
- Connect with peers via a mobile-based game activity to strengthen team building, peer-to-peer exchange and better prepare to work together (30 min).

WHAT WILL I BE ABLE TO DO?

As a trainer and facilitator, this online course will give you the opportunity to experiment with facilitation methodologies and improve your skills when it comes to running synchronous online events. You will not only get high quality knowledge and shared experience from ITCILO/ ETUI staff and advisors but you will also prototype and simulate your own online session working with peers.

WHAT CONTENT DOES THE COURSE COVER?

- An overview of the different dimensions of online facilitation
- An overview of the different types of online events and their characteristics
- A guide to skills that are relevant to manage online relationships and fill the distance
- Methods that are useful to design online sessions

WHO PARTICIPATES IN THIS TRAINING?

Trainers and facilitators of online events and courses, Eurotrainers and other colleagues working on training development within their European Trade Union organisations.

TEAM

This course is delivered by senior staff, advisors and consultants from ITCILO and ETUI.

WHAT CERTIFICATION WILL I RECEIVE?

Participants receive a certificate of Participation in digital credentials format.

HOW DO I APPLY?

https://oarf2.itcilo.org/DSB/A4715484/en

LANGUAGES

English.

Pre-engagement [4-8 April 2022]

WORKLOAD: 1h45 min

Activity	Estimated workload
Live: Opening Plenary Webinar *Exchanging and connecting. Introduction to the overall workshop* Wed 5 April 2022, 3.00 - 4.30 pm CET **Async Learning Activities** • Update Online Profile • Download Syllabus	1h45 min

Pre-engagement [11-22 April 2022]

WORKLOAD: 1h25 min

Activity	Estimated workload
Async Learning Activities • Download Personal Handbook • Introduce yourself via Forum • Complete Knowledge Assessment Test • Download Online Facilitation Scenario	1h25min

WEEK 1 [25-29 April 2022]: Get started

WORKLOAD: 2h30 min

Activity	Estimated workload
Seed for Thought: *Weekly Forum Conversation* **Live Q&A with Tutor**: *Questions & Clarifications* Wed 27 April 2022, 3.00 - 3.45 pm CET **Interactive lesson**: *Dimensions of Virtual Facilitation* **Social Activity**: *Learn with your peers*	2h30 min

WEEK 2 [2-6 May 2022]: Orientation

WORKLOAD: 3h

Activity	Estimated workload
Seed for Thought: *Weekly Forum Conversation* **Live Webinar:** *Types of Online Events* Wed 4 May 2022, 3.00 - 4.30 pm CET **Interactive lesson:** *Types of Online Events* **Social Activity**: *Learn with your peers*	3h

WEEK 3 [9-13 May 2022]: Orientation

WORKLOAD: 3h

Activity	Estimated workload
Seed for Thought: *Weekly Forum Conversation* Live Q&A with Tutor*: Questions & Clarifications* Wed 11 May 2022, 3.00 - 3.45 pm CET Interactive lesson: *Skills useful when online* Social Activity: *Learn with your peers*	3h

WEEK 4 [16-20 May 2022]: Orientation

WORKLOAD: 3h

Activity	Estimated workload
Seed for Thought: *Weekly Forum Conversation* Live Webinar: *Types of Methods and Skills needed* Wed 18 May 2022, 3.00 – 3.45 pm CET Interactive lesson: *Online Facilitation Methods* Social Activity: *Learn with your peers*	3h

WEEK 5 [23-27 May 2022]: Group work

WORKLOAD: 4h

Activity	Estimated workload
Live Q&A with Tutor: *Questions & Clarifications* Wed 25 May 2022, 3.00 - 4.00 pm CET *Work in Groups and prepare your session plan. (Online Group Work managed by participants on their own time)*	4h

WEEK 6 [30 May - 5 June 2022]: Simulation

WORKLOAD: 5h

Activity	Estimated workload
Live Webinar: *Simulation of Online Events* Mon 30 May 2022, 2.00 - 4.30 pm CET <u>or</u> Tue 31 May 2022, 2.00 - 4.30 pm CET • Complete Knowledge Assessment Test • Submit Personal Handbook • Submit Group Session Plan • Fill in Final Evaluation Questionnaire	5h