

THE ART OF ONLINE FACILITATION LEARNING JOURNEY OVERVIEW

This one day workshop includes self-led action assignments, peer connections, and three facilitator-led live online virtual events. Use this checklist to track your progress through the day-long Learning Journey.



PART 1	PREPARATION FOR LEARNING ACTION ASSIGNMENT (SELF-LED)	PART 2	PART 3	ACTION ASSIGNMENT: FACILITATION TECHNIQUES (SELF-LED)
<ul style="list-style-type: none"> <input type="checkbox"/> Download the workshop Reference Guide. <input type="checkbox"/> Read the article "Digital Communication Skills" and make note of which of the 5 techniques most resonate with you. 		<ul style="list-style-type: none"> <input type="checkbox"/> Actively participate with your peers in this 90-minute live online event. To prepare for this interactive session: <ul style="list-style-type: none"> Join a few minutes early so we can begin on time. Be ready to connect your video (webcam) and use a headset for audio. Put away your email and other distractions so you can focus during class. 		<ul style="list-style-type: none"> <input type="checkbox"/> Complete the "Your Turn" activity. <input type="checkbox"/> Review virtual classroom tools (if needed). <input type="checkbox"/> Review the "Troubleshooting Situations" information on Page 13 of the Reference Guide.
PART 4	CREATING ENGAGEMENT IN LIVE ONLINE CLASSES (LIVE ONLINE EVENT)	PART 5	PART 6	ENSURING ONLINE SUCCESS (LIVE ONLINE EVENT)
<ul style="list-style-type: none"> <input type="checkbox"/> Actively participate with your peers in this 90-minute live online event. To prepare for this interactive session: <ul style="list-style-type: none"> Be ready to connect your video (webcam) and use a headset for audio. Put away your email and other distractions so you can focus during class. 		<ul style="list-style-type: none"> <input type="checkbox"/> Complete the "Your Turn Part 2" activity. <input type="checkbox"/> Review virtual classroom tools (if needed). 		<ul style="list-style-type: none"> <input type="checkbox"/> Actively participate with your peers in this 90-minute live online event. To prepare for this interactive session: <ul style="list-style-type: none"> Be ready to connect your video (webcam) and use a headset for audio. Put away your email and other distractions so you can focus during class.