GLOBAL SURGE LEARNING TEAM

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PREPARE
TO DELIVER A CLASS ONLINE

1. Review Objectives   2. Engage the Audience   3. Present Information   4. Facilitate Activities
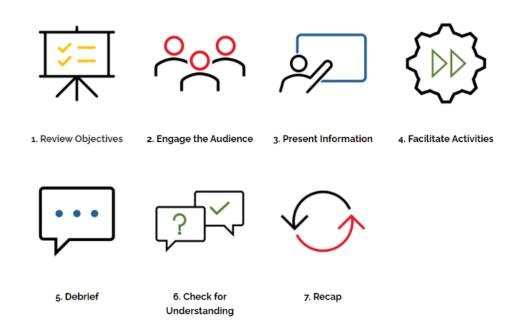
5. Debrief   6. Check for Understanding   7. Recap

Guidance on facilitation and training delivery:

Facilitators' Guide

How to mess up your training: a step by step guide

Delivering In-Person Trainings Online: Learnings and Best Practices from CEA Training Delivery

10 steps to prepare an online training session

Surge Learning Handbook (pages 4-7)

Guide on different online tools (Microsoft Teams, Zoom, Mentimeter, Padlet, Jamboard, Slido, Kahoots, Miroboard).

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How to engage the group (Telling is not training):

- 60-70% of your training should be tasks and discussions. Try including an opportunity for underline interaction every 7 minutes.
- Make sure that you have an exercise to check the learning objectives. Ideally each learning objectives should have an exercise. The more complex your learning objective is, the more complex the exercise should be. Consider exercises to match Bloom's taxonomy.
- Use a variety of exercises: teamwork, individual tasks, running polls, asking participants to read the slide materials instead of reading it yourself, role plays, presentations, discussions, case studies, puzzles, quizzes etc.

More tools here

Where the most of mistakes usually happen:

1. Address how you want to receive your questions: hand raised? In the chat? Any time or at the end of the session?
2. Practice giving instructions. Always over-communicate to your participants: what you want them to do, how, by when, in what format, with whom, what they should have at the end, what will happen next, etc. Provide instructions in writing, for example have a slide and ask participants to take a photo of it.
3. Know your tools: Padlet/Miro as an alternative to sticky notes? Mentimeter/Kahoot to run pools? Make sure to read and have at hand guides on functions of the tools you will use, e.g., on managing breakout rooms in Teams/Zoom.
4. Agree on Roles and Responsibilities:
   a. Who will be responsible for handling tech support like launching polls, opening breakout rooms, start timers etc?
   b. Who will be presenting and who will be facilitating?
   c. Who will send file and website links in the chat?
   d. Who will monitor chat?
   e. Who will monitor hand-raises by participants and their queries?
   f. Who is recording the session?
5. Do a dry run. Do a tech check. This will help you understand how much time is needed for each activity and will lower the risks of the whole group waiting while you are setting up your PowerPoint. Have a backup plan. Who will step in if your connection is lost?

For support with designing a meaningful learning event, contact the Surge Learning Team at surge.learning@ifrc.org or evgenia.generalova@ifrc.org