



FACILITATOR TRAINING PROGRAM – SIGNATURE ASSIGNMENT

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PART I

VITAL TRAINING INFORMATION

TARGET AUDIENCE



Skill Sets

At least one industry certification



Experience

At least 3 years



Knowledge Level

OSI Model

PROGRAM GOALS

Establish

Establish presence

Create

Create a community

Make

Make full use of technology

PROGRAM OBJECTIVES

- Establishing and honing online presence
- Exploring web tools

SUMMATIVE ASSESSMENT

MEASURING TRAINEE SUCCESS

- Deliverables



MEASURING PROGRAM SUCCESS

- Satisfaction Survey





PART II

SKILLS AND MATERIALS

EFFECTIVE FACILITATOR SKILLS

CREATING EFFECTIVE LEARNING SKILLS

- Time Management
- Effective listening and observation skills
- Being prepared for each week

PRESENTATION STRATEGIES

- How to keep track of each teaching week
- Learning how to be observant and picking up on any issues with students
- Having class materials ready to go in a timely manner

FACILITATOR PHASES OF DEVELOPMENT

PHASES

- Visitor
- Novice
- Apprentice
- Insider
- Master

PHASES OF DEVELOPMENT

- One who is considering using online technology features
- Uses technology consistently
- One who is familiar with technology but still learning
- Experienced with online teaching
- Advanced technology skills

DISTANCE LEARNING THEORIES

DESCRIPTION

- Behaviorism- Study of direct observation and measurement
- Cognitivism- Understanding mental processes
- Constructivism- Interpreting learning and its meaning

EXAMPLES

- Learning new information and the acquiring of said information
- New information is obtained and stored accordingly
- Learning is an active skill

DISTANCE LEARNING ENGAGEMENT THEORIES

DESCRIPTION

- Procedural- Using procedures correctly
- Conceptual- Understanding tools and how it works
- Consequential- Making connections with applicable solutions
- Critical- Determining if the appropriate tools are being used for the right solution

APPLICATION EXAMPLES

- For technology use, is it being used correctly and in a responsible manner
- Taking learned information and seeing how it works
- Connecting new technology information
- With acquired skills of new technology, are the right options being used



PART III

TECHNOLOGY TOOLS

LEARNING PLATFORM TO BE USED

- **L.M.S=LEARNING MANAGEMENT SYSTEM**
- **Learning management system** is “ software that enables companies to plan, deliver, and evaluate online training across multiple employees and teams. LMSs are available in cloud-based and on-premise options, although cloud-based is fast becoming the preferred choice.

TASK PROCESSES

- Presentation/Delivery
- Class Discussions
- Private Discussions
- Receive Assignments
- Provide Feedback

TECHNOLOGY/MEDIA TOOLS

TOOLS

- Powtoon
- Animoto
- Kahoot

RELATION TO STUDENT ENGAGEMENT

- Animated video creation
- Video creator
- Fun quizzes

STUDENT COLLABORATION TOOLS

TOOLS

- TodaysMeet
- Socrative
- Picktochart

RELATION TO STUDENT ENGAGEMENT

- Discussion forums, meetings, presentations
- Chat and discussion, feedback, quiz bowls
- Create infographics, presentations, flyers and reports



PART 4

CLASSROOM MANAGEMENT

DISTANCE LEARNERS

- Cultural- Students from different ethnic backgrounds
- Experiential- At which level of experience each students enters in with
- Non-Traditional Learners- Veterans, Returning students, Older Learners

CONTRASTING FACILITATOR SKILLS

SYNCHRONOUS

- Teacher and students together at the same time for participation
- Educator able to help students with technology

ASYNCHRONOUS

- Students function at their own schedules
- Learners must be self-disciplined and have self management skills

TECHNOLOGY MANAGEMENT ISSUES

ISSUES

- Keeping up with new tech changes
- Information Security
- Professional and courteous online behavior

RESOLUTIONS

- Continued education on this topic
- Training classes on online safety
- Utilizing class syllabus to introduce rules and expectations

CLASSROOM MANAGEMENT ISSUES

ISSUES

- Time Management
- Student Engagement
- Learner Retention

RESOLUTIONS

- Providing consistent check ins
- Presenting support tools to interact with students
- Creating assignments that build on previously learned material

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