

Training Opportunities

There are two trainings that all online facilitator candidates are required to complete:

- Course Training — experience online interactions, course flow, and Sakai (our Learning Management System) within the context of course content.
- Developing Online Facilitation Skills training (DFS) — learn and practice the art of online facilitation as well as the behind the scenes skills to successfully manage an online community of learners.

Course Trainings

Prerequisite: Complete all necessary paperwork and a successful phone interview.

Taking an online course as a trainee allows you to gain valuable insight as you experience the course through the eyes of a participant. You will apprentice under a master facilitator who will model the skills that will later be covered in the DFS.

Expectations for trainees are higher than those for general participants. It is possible to earn an "A" in a course as a trainee and not be considered prepared to teach that course. For this reason, your facilitator/trainer will be sharing a completed checklist/evaluation form with you after week 3, 6, and 8 of the class. These completed forms should give you a clear sense of how you are doing and progressing in your training.

You should feel comfortable asking your trainer questions regarding your preparation, what you should do to improve, or other questions about the delivery and progression of the class.

Courses run eight weeks, with a time commitment of approximately 6-8 hours per week. Schedule a Course Training with Louise Ulrich lulrich@plsweb.com.

Developing Online Facilitation Skills (DFS)

Prerequisite: Take an online course with excellent trainer evaluations.

Developing Online Facilitation Skills[™] is a Performance Learning Systems® online course that focuses on the principles and best practices of successful online facilitation in any LMS. Participants will practice specific online communication skills with multiple tools, manage assessments and feedback appropriately, analyze and solve problems, and create a plan of action for teaching their next online course. Through class activities, practice course simulations, collaboration with colleagues and dedicated coaching from the course facilitator, you will gain the necessary tools to nurture a reflective online learning community. You'll get hands-on experience in a Practice Course, accomplishing the actual tasks that you'll need to perform when facilitating your own online course. Through it all, you will begin to discover how to express your unique online teaching personality. This course will help you determine for yourself if online facilitating is for you.

The DFS course runs five weeks with a time commitment of approximately 6-8 hours per week.

Schedule the DFS with Louise Ulrich lulrich@plsweb.com.