



## **COURSE OUTLINE**

# **HOW TO CONDUCT AN ONLINE WORKSHOP**

### **COURSE DESCRIPTION**

This course teaches worker educators and facilitators in the labour movement how to effectively design and deliver online workshops, engaging participants in virtual settings. It covers the essential knowledge, strategies, and tools needed to transition from in-person to online workshops, or to enhance existing facilitation skills.

### **WHO IS THIS COURSE DESIGNED FOR?**

The course is suitable for both seasoned educators and newcomers looking to improve their online facilitation skills.

### **PRE-REQUISITES: WHAT ARE THE REQUIRED CRITERIA FOR ATTENDING THIS COURSE?**

- Basic digital literacy ( can operate a computer or mobile device )

### **COURSE DURATION, NUMBER OF SESSIONS AND MODE OF DELIVERY**

This is a self-paced course, thus the duration is dependent on the participant. It should take 2-3 hours to complete the course.

### **WHAT WILL YOU LEARN?**

At the end of the course, you will be able to:

- Articulate the meaning and purpose of a workshop
- Articulate the benefits and disadvantages of physical vs online workshops
- Demonstrate how to use the videoconferencing tool Zoom to conduct online workshops
- Identify best practices in conducting an online Workshop
- Conduct your own online Workshop
- Reflect on conducting an online workshop

## SESSION OVERVIEW

SESSION TITLE	ONLINE LEARNING MODE	DESCRIPTION AND TOPICS	DURATION (minutes)
Unit 1: What is a workshop?	Self-learning activities on the IFWEA Online Labour Academy	Learn about the definition of a workshop, its purpose and what it means in your own context.	30
Unit 2: Best practices in conducting online workshops	Self-learning activities on the IFWEA Online Labour Academy	Learn from others best practices and discover the free apps available for conducting an online workshop. Participants will also learn the steps in conducting a successful online workshop	30
Unit 3: Final assignment	Self-learning activities on the IFWEA Online Labour Academy	Step-by step instructions	6
Unit 4: Course evaluation	Self-learning activities on the IFWEA Online Labour Academy	Reflect on the course	60
Certificate	Participants receive certificates for the course		



For more information, contact us at [secretariat@ifwea.org](mailto:secretariat@ifwea.org)