

COURSE OUTLINE

STUDY CIRCLE FACILITATORS' TRAINING

COURSE DESCRIPTION

This course aims to equip participants with the knowledge and skills to effectively run and facilitate study circles.

WHO IS THIS COURSE DESIGNED FOR?

The course is for prospective study circle facilitators and members in workers' and community organisations, or individuals interested to become study circle facilitators in their workplace or community.

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

- Participants need to know how to operate a smartphone, tablet or computer.
- Participants should be able to connect to and communicate using a smartphone, tablet or computer.
- Participants should be able to open applications such as an internet browser, Whatsapp, PDF reader, Google Docs, Microsoft Word or similar applications and different websites, such as Youtube.com.

COURSE DURATION, NUMBER OF SESSIONS AND MODE OF DELIVERY

This course will approximately take 5 hours to complete if doing as a self-paced course and will take 7 hours if running the course with a group. The course consists of 6 sessions and a final quiz. The course can be done online individually or be used to facilitate in a group. The course includes modifications for activities if course will be conducted face-to-face or in a group.

WHAT WILL YOU LEARN?

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

1. Articulate what a study circle is, its principles, and framework.
2. Articulate the roles of a study circle leader and member.
3. Articulate the basic steps in conducting a study circle.
4. Apply facilitation techniques learned through practicing and facilitating study circle meetings.
5. Explore different platforms and tools in conducting online study circle meetings.

SESSION OVERVIEW

SESSION TITLE	ONLINE LEARNING MODE	DESCRIPTION AND TOPICS	DURATION
Orientation and introduction to the course	Introductory self-paced activities on the IFWEA Online Labour Academy	In this session, the participants will get to know each other and learn how to access the course on OLA.	1 hour
Session 1: What is a study circle?	Self-paced activities on the IFWEA Online Labour Academy	In this session, participants will learn about the fundamentals of the study circle concept.	30 minutes
Session 2: Phases of conducting a study circle	Self-paced activities on the IFWEA Online Labour Academy	In this session, participants will discuss the different phases of conducting a study circle, which includes preparing for the study circle, doing or conducting a study circle meeting, and following up in between study circle meetings and doing collective action activities after the meetings.	1 hour
Session 3: Roles of a study circle facilitator and member	Self-paced activities on the IFWEA Online Labour Academy	In this session, we will discuss the different roles of a study circle facilitator and member.	30 minutes

Session 4: Facilitation skills, exercises and tips	Self-paced activities on the IFWEA Online Labour Academy	In this session, participants will learn different facilitation tips, discuss challenges while facilitating meetings and how to address them, and practice exercises that can be done with a group to further hone facilitation skills.	1 hour
Session 5: Platforms that can be used in doing online study circles	Self-paced activities on the IFWEA Online Labour Academy	In this session, participants will learn about the different online meeting platforms they can use to conduct online study circles like Zoom, Google Meet, Whatsapp, and Microsoft Teams.	30 minutes
Session 6: Different tools that can be used in conducting online study circles	Self-paced activities on the IFWEA Online Labour Academy	In this session, participants will learn about the different online tools they can utilize to make learning and collective action in their study circles fun, engaging, and effective, like IFWEA Online Labor Academy, Google Workspace, among others.	30 minutes



For more information, contact us at secretariat@ifwea.org