



Self-paced courses

We invite you to enrol for our [self-paced courses](#) today!
These courses you can do at your [own time](#) and at your [own pace](#).

New!

How to use OLA as a student

In this short course, you will be introduced to the basics of participating in an Online Course using OLA, the Online Labour Academy.

Criteria: To do this course, you need to have access to a desktop computer or laptop.

Click [HERE](#) to enrol

How to use OLA as a student on a mobile device

In this course, you will learn how to download and how to use the various features of the mobile app for IFWEA's online Labour Academy.

Criteria: For this course, you need to have a mobile device to do the activities.

Click [HERE](#) to enrol

How to use OLA as an educator

This course is for educators using OLA, the Online Labour Academy to gain insight into the platform's functions, settings and tools and how to design your own course on OLA.

Criteria: To be able to do this course, you need to have access to a desktop computer or laptop and have completed the course '[How to use OLA as a student](#)'.

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OLA Administrative skills course

In this course, you will learn with step-by-step video tutorials how to manage the Learning Management system Moodle.

Criteria: To do this course, you will need to have access to a desktop computer or laptop and have a manager role on your organisation's Moodle platform.

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New!

How to use Google Docs to create a Meeting Agenda Document

In this course, you will learn how to use the Google docs app on your mobile device or computer to create documents for trade union meetings such as a Meeting Agenda.

Criteria: To do this course, you can use a mobile device OR a desktop computer / laptop to do the activities.

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New!

How to use Google sheets to set up a simple personal financial budget

In this course, participants will learn how to set up a simple personal financial budget using Google sheets.

Criteria: To do this course, you can use a mobile device OR a desktop computer / laptop to complete the activities.

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