

E-Facilitation I

Online Training

Basic e-Facilitation Skills for successfully handling web-based teamwork, collaboration and communication

Next Dates and Place

Jan 31st – Feb 25th, 2011

Part-time with a workload of 8-12 h/week.

The training takes place **fully online** on the virtual training platform of Agridea.

Target group

Persons in charge of web-based teamwork, collaboration and communication. A sound experience in the use of the internet is needed to fully profit from the training. Experience in face to face facilitation is useful.

Context

Today web-based communication and collaboration is quite common and there is a wide variety of tools available for it. A professional e-facilitation ensures that these tools are used in an optimal way and that information sharing, discussions and collaboration of concerned groups (communities of practice, networks and other groups that need to collaborate over distance) become more efficient and effective.

Training goal

After the training the participants will:

- know the pros/cons of the most common kinds of tools in terms of use and are able to judge their technical support needs
- have the skills to plan and set-up online collaboration and communication in a successful way
- have some basic skills to facilitate online discussions

Methodology

Online training with plenary e-sessions, group work and self-study. Theoretical inputs, practical application, learning by experience and reflection are equally important parts of the training.

Plenary e-sessions take place at fixed times. The timing of self-study and group work is left up to the participants.

Agridea moodle serves as the virtual training platform.

Remarks

E-Facilitation I covers a wide variety of aspects of e-facilitation such as basic knowledge about common e-communication tools, choosing and setting up appropriate e-activities for online collaboration and communication, planning virtual events and more. For in-depth knowledge about the actual facilitation of e-discussions see the online training course **E-Facilitation II – in-depth training for the facilitation of e-discussions**. (Prov. Dates 9.05. – 27.5.2011)

Language

English

Trainers

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Training Outline

The training is structured in three blocks.

Before Training	Connection checks for live audio (mandatory). Five time slots will be offered depending on the time zones of the participants
Week 1	Kickoff meeting* Monday (morning) exact timing depends on what time-zones participants are coming from). Getting to know each other, introduction to our virtual course platform (Agridea moodle) and e-meeting room; introduction to course concept and methodology applied; introduction to first warm-up activity and forming teams. Experiences/Activities: use of a virtual platform (personal profiles, forum, email groups, filing system) and first experience with asynchronous group work; Documents for self-study: simple rules of e-communication; special issues in e-communication and e-facilitation; starting up discussions
Week 2	Live-meeting*, 2nd Tuesday: Reflection, lessons learnt, planning of week Experiences/Activities: moderated group work, use of question and answer forum, collaborating on documents, documenting sessions Documents for self-study: how to moderate successfully – factors for effective facilitation (negotiation of mandate, presence, intermediate summaries, conclusions, feedback, professional support, time management.)
Week 3 and 4	Live-meeting*, 3rd Tuesday : Reflection about first collaboration, lessons learnt – and planning of the coming week Experiences/Activities: transfer into practice; moderated collaboration on a project/task chosen by participants: use of various tools as per choice of participants Live-meeting*, 4th Tuesday : intermediate reflection on group work, formulating lessons learnt Documents for self-study: understanding participants of online activities (behaviour patterns, gender, lurkers and free-riders), conflict prevention and management; Closing meeting* 4th Friday: presentation of group work; last questions and evaluation of training.

* exact timing will be decided based on the timezones some time after the application deadline

Cost

Training fee: 1350 Euro (2000 CHF).

Application

Fill in form and send by e-mail to corinne.sprecher@agridea.ch, or by fax to ++41 (0)52 354 97 97 (AGRIDEA); or by mail to AGRIDEA, Kurse, 8315 Lindau, Switzerland.

Deadline for application: Dec 10th, 2010



Application for E-Facilitation I
Basic Skills E-Facilitation

Date of Training:.....

Family Name:	First name:
Organisation:	Skype:
Address (for correspondence):	
Address (for invoice, if different)	
Phone:	E-Mail:
My expectations for this training:	
I have already worked with the following web-based tools:	
Further comments....	
Date, place and signature:	

Please note: The number of participants is restricted and allocation of training slots is based on order of application. Further information about payment, registration and access to the virtual raining platform for the training will be sent to accepted participants after application deadline.