Facilitating a Workshop Online Workflow

*Before facilitating a course, it is assumed that the course is complete (facilitator/participant guide, content, case study, and activities are already prepared), participants have been invited, and a start date and workshop frequency/schedule is set*

1. Complete the course – “Facilitating Online Learning” or have an extensive knowledge of how to run an online workshop including apps like Zoom (breakout rooms), Menti, Flipgrid, Jamboard, etc.
   1. Also complete the “Facilitator’s NF Website” form and send to NF team. These pages will have a short bio, introduction video, list of course and schedules, and syllabus
2. Market the course online to social media platforms as well as sending emails to potential participants or key leaders
3. Set the workshop schedule.
   1. First day:
   2. Frequency:
   3. Final day:
4. Send participants “Facilitator’s Website” which guides participants to create a login on the DAI institute
5. Create a WhatsApp group (or FB Messenger, Line App, etc.) that participants can use to discuss questions, refer to, and interact with each other
6. Course content will be delivered through Zoom in conjunction with the institute with instructions specifically by the facilitator for that cohort.
7. Participant Assessment happens during the workshops and during discussions in email/WhatsApp, etc.
8. Course certificates prepared, and workshop evaluation should be sent out on the last day and each participant needs to complete and send in email back to the facilitator and NF Team

