

Program Name	Facilitation Skills (In Person Version) Developing & Delivering Online Workshops (Online Version)
Level	N/A
Pre-Requisite(s)	N/A
Recommended WEI Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description – Facilitation Skills	If you are responsible for staff training in your workplace or want to begin to create training programs, this program is designed to help you do just that. By understanding how to develop appropriate learning objectives, create an effective lesson plan, create engaging learning activities, and manage the adult classroom, this highly interactive program will give you the roadmap you need.
Description – Developing & Delivering Online Workshops	If you've always wanted to add workshop offerings to your product line but didn't know how to go about doing it, this program is designed to help you do just that. By understanding how to develop appropriate learning objectives, create an effective lesson plan, create engaging learning activities, manage the adult classroom, and deliver it all in a Zoom environment, this highly interactive program will give you the roadmap you need. And just think, you could be launching your first workshop as early as (January 2023 – insert the appropriate month and year) !

Learning Outcomes:

- Describe the key characteristics of the nine adult learning principles
- Identify the key characteristics of the four learning styles
- List strategies for accommodating someone's learning style
- Define backward course design
- Identify the eleven workshop planning basics
- List the factors to consider when choosing an instructional method
- Define learning objectives
- Describe the anatomy of a learning objectives
- List the elements in Bloom's Taxonomy
- Write learning objectives for each level of Bloom's Taxonomy
- Describe the characteristics of an effective learning activity
- Facilitate a learning activity
- Explain how to manage various classroom challenges
- Facilitate a segment of a workshop in-person or online using the Zoom platform

Standard Topics:

- Adult learning principles
- Learning styles
- Program planning
- Creating learning objectives
- Developing lesson plans
- Creating learning activities
- Developing learning assets
- Classroom management
- Teaching in Zoom (online version only)