ONLINE   E-LEARNING

E-LEARNING DESIGN LAB

COACHING ON METHODS, TOOLS AND LATEST TRENDS

2 MAY – 24 JUNE 2022

Information Note

ITC ILO
International **Training** Centre

GOAL

The course helps participants identify and select modern e-Learning methods and tools to design and deliver e-Learning courses and activities in their professional context.

METHODOLOGY

This online course takes the form of a design lab in which participants are guided through the whole process of e-Learning design. Content is unlocked on a weekly basis and is packaged through design activities which are meant to provide participants with the necessary concepts, methods and tools to approach their own e-Learning challenges. Beside the modular highly interactive and participatory courseware, participants will collaborate with peers in designing their e-Learning project idea and will get access to individualized coaching to tackle the most pressing issues regarding their project idea.

The course is structured as follows:

Weeks 1-5	Weeks 6-7	Weeks 8
Knowledge and inspiration	Coaching	Wrap-up
Participants explore latest e-Learning trends, concepts of online design, digital content production, online facilitation methods and evaluation/assessment through online content and webinars.	Participants produce their "e-Learning project idea" and they improve it with the help of peers and with the support of a professional e-Learning coach.	Participants reflect on what they have learnt through the course and on how to apply this in their contexts.

The course is offered fully online through an **asynchronous modality (70%)** where participants can plan their own learning at their own pace. The course offers options for **synchronous debate (30%)** through webinars that provide an opportunity for engaging with peers and experts and online networking.

TARGET

- Trainers responsible for designing and implementing e-Learning courses and programmes
- Technical specialists occasionally involved in training or e-learning
- Training evaluators
- Professionals in charge of organizational learning and change
- eLearning specialists

TEAM

The course is provided by the Learning Innovation Programme of the ITCILO.

ESTIMATED WORKLOAD

The course is scheduled to start on **May 2nd** till **June 24th**, for a total of 8 weeks of online learning.

The minimum weekly workload estimate is 4 hours. However, also depending on learners' needs and entry level, additional content is provided to deepen knowledge of e-Learning concepts and further tailor the course towards a specific context.

WEBINARS

The course is designed to be attended mostly in an asynchronous modality to ensure participants can combine the learning experience with working schedule and personal plans. However, the course foresees three opportunities for synchronous exchange with experts and peers via webinars.

During the webinars, participants can deepen the knowledge about specific issues as well as share their experiences and concerns, getting feedback from peers and experts.

ASSESSMENT

The course has a modular structure, which includes a series of action-oriented activities and assessments to help participants achieve the learning objectives. Successful completion of required activities lead to a Certificate at the end of the course.

CERTIFICATE

By successfully completing required activities, participants obtain an official ITCILO Certificate of Achievement in Digital Credentials Format.

HOW TO APPLY

● Click apply in our webpage and complete the form before **25 April 2022.**

PRICE

Total: €1,365

INFO

lifelong_e-learning@itcilo.org
www.itcilo.org

PHASE 0: WELCOME

- Meet the team and peers in the course
- Familiarize with the course structure and activities
- Reflect on individual expectations, strengths and weaknesses as e-Learning designer

WORKLOAD: MINIMUM 2h, SUGGESTED 4h

Activity	Estimated workload
Read: About this course	15 min
Read: ITCILO e-Learning approach and platform	15 min
Activity: Update your e-profile in the eCampus	15 min
Activity: Online self-introductions: interactive world map	15 min
Knowledge check: How familiar are you with eLearning terminology?	30 min
Activity: What is your practical e-Learning challenge?	30 min
Optional Readings: Active and participatory e-Learning	120 min

PHASE 1 (WEEKS 1-4): KNOWLEDGE AND INSPIRATION

WEEK 1: "EXPLORE THE E-LEARNING LANDSCAPE"

- Recognize e-Learning concepts and modalities
- Familiarize with the latest e-Learning trends
- Explain e-Learning trends in your own learning and training context

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Webinar: Welcome Conversation "*How will eLearning look like in 2021?*" Keynote by T. Wambeke, Head of Learning Innovation Programme (ITCILO)	75 min
Appetizer: Watch: What will revolutionise education?	15 min
Food for thought: Read: Overview of e-Learning modalities Activity: selecting modalities, framing definitions Quiz: knowledge of e-Learning terms	90 min
Digestif: Read: The Future of e-Learning Alphabet Activity: report trends in your own context	90 min
Optional Readings: The Future of Online Learning	120 min

WEEK 2: "DESIGN MEANINGFUL E-LEARNING JOURNEYS"

- Define instructional design elements
- Revise the e-Learning training cycle
- Use actions to design e-Learning journeys

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Appetizer: Listen: Podcast- Unveiling instructional design	15 min
Food for thought: Watch: The e-Learning design process Read: About the design cycle Watch: "The importance of Learning Objectives" in online environments Quiz: knowledge of design elements	90 min
Digestif: Read: Bloom your e-Learning project Activity: Collaborate and connect objectives with tools	60 min
Thursday Webinar Conversation *"The importance of design: putting learners at the centre"* Keynote by Monica Lisa, Learning Innovation Programme Officer	75 min
Optional Readings: Agile instructional design	120 min

WEEK 3: "PRODUCE IMPACTFUL DIGITAL CONTENT"

- Identify digital tools for content production
- Identify open educational resources and platforms
- Discuss content curation and/or content production strategies

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Appetizer: Watch: Life after Death by PowerPoint	15 min
Food for thought: Watch: Media gallery: exploring online tools Watch: Select and curate Open Educational Resources Quiz: knowledge of tools	90 min
Digestif: Survey: Content production vs curation: what's best? Activity: choosing the right tool for educational challenges	90 min
Thursday Webinar Conversation *"Digital content in the 21st century"* Round Table	75 min
Optional Readings: Tips for multimedia production	120 min

WEEK 4: "DELIVER AND FACILITATE ENGAGING ONLINE CONVERSATIONS"

- Define good practices in online facilitation
- Identify suitable tools to engage learners in online environments
- Connect with learners and discuss facilitation strategies

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Appetizer: Watch: Online Facilitation, what can go wrong? Listen: Podcast: Applying Gamification Techniques	15 min
Food for thought: Read: e-Facilitation and e-Tutoring Read: How to facilitate in online environments Activity: Online tools to increase engagement	90 min
Digestif: Watch: Lecturing online Read: How to deliver an engaging online session? Activity: What works for online lecture delivery	60 min
Thursday Webinar Conversation "*Free flow conversation around online facilitation*"- Networking	75 min
Optional Readings: How to make e-Learning more Effective with gamification	120 min

WEEK 5: "E-LEARNING ASSESSMENT AND QUALITY"

- Distinguish between online assessment and evaluation
- Identify suitable tools for online assessment and evaluation
- Discuss quality assurance strategies for e-Learning

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Appetizer: Listen: Podcast: Quality Assurance in e-Learning	15 min
Food for thought: Watch: Assessment or evaluation? Watch: Design meaningful assessment Quiz: knowledge of e-assessment and e-evaluation	90 min
Digestif: Watch: e-Assessment Tools Activity: selecting e-assessment tools for specific educational challenges	60 min

Activity	Estimated workload
Thursday Webinar Conversation *"e-Learning quality in the 21st century and digital credentials"* Keynote by E. Elmasry, ITCILO Quality Assurance Officer	75 min
Optional Readings Checklist to Assess the Quality of an E-Learning Course	120 min

PHASE 2 (WEEKS 6-7): COACHING PHASE

WEEK 6: "DEFINE YOUR E-LEARNING PROJECT IDEA"

- Design an e-Learning project outline
- Get inspired by other's project ideas

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Appetizer: Watch: How to design your e-Learning project idea	30 min
Food for thought: Watch: Connect the dots: Elements of an e-Learning project: design & modalities, content production and curation, facilitation Activity: Action mapping Activity: Develop your e-Learning project polaroid	120 min
Digestif: Activity: Submission of e-Learning project polaroid and peer-review	60 min
Optional Readings: Learn how to pitch your project	120 min

WEEK 7: "IMPROVE YOUR E-LEARNING PROJECT IDEA WITH YOUR COACH"

- Develop an e-Learning project plan
- Present your project to the course community

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Get in touch with your e-Learning coach through individual online sessions	60 min
Improve your e-Learning project idea Read suggested resources Journal reflection: main takeaways of the coaching process	180 min

PHASE 3 (WEEKS 8): WRAP IT UP

WEEK 8: "REFLECT ON WHAT YOU HAVE LEARNT FOR YOUR OWN CONTEXT"

- Reflect on your e-Engagement throughout the course
- Summarize lessons learnt
- Revise knowledge of e-Learning terms
- Finalize your e-Learning Project

WORKLOAD: MINIMUM 4h, SUGGESTED 6h

Activity	Estimated workload
Appetizer: Listen: Podcast: Nurture creativity for e-Learning design	15 min
Food for thought: Quiz: Knowledge of e-Learning terms	90 min
Thursday Webinar Conversation Collaborative evaluation of the course along the dimensions explored in the course	75 min
Digestif: Submit your complete e-Learning Project idea	60 min