

# E-Facilitation Online Training

Successfully leading e-discussions, online experience exchange and web-based collaboration

## Date and Venue

May 25<sup>th</sup> - June 19<sup>th</sup>, 2009  
(part-time, workload: 8-12 h/week)  
The training takes place fully online.

## Target group

The training is meant for persons who are in charge of or facilitate e-discussions, online experience exchange or web-based collaboration and who are interested to perform these tasks in a (more) professional and successful way.

## 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:

- have the skills to plan and facilitate online collaboration and communication in a successful way
- know how and when to use the most common tools
- be aware of their personal limitations and capable to define their technical support needs.

## 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

A sound experience in the use of the internet is needed to fully profit from this training. Experience in face to face facilitation is useful.

## Language

English

## Trainers

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## Training Outline

The training course is structured in three main blocks.

Note: some short preparatory interactions take place before start of the training.

Before Training May 14 <sup>th</sup> - 22 <sup>nd</sup>	<b>Connection checks for live audio (mandatory).</b> Five time slots will be offered depending on the time zones of the participants
Week 1 May 25 <sup>th</sup> – 29 <sup>th</sup>	<b>Kickoff meeting</b> Monday May 25th (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.  <b>Experiences/Activities:</b> use of a virtual platform (personal profiles, forum, email groups, filing system) and first experience with asynchronous group work;  <b>Documents for self-study:</b> simple rules of e-communication; special issues in e-communication and e-facilitation; starting up discussions
Week 2 June 2 <sup>nd</sup> – 5 <sup>th</sup>	<b>Live-meeting*, 2nd Monday:</b> Reflection, lessons learnt, planning of week  <b>Experiences/Activities:</b> moderated group work, use of question and answer forum, collaborating on documents, documenting sessions  <b>Documents for self-study:</b> how to moderate successfully – factors for effective facilitation (negotiation of mandate, presence, intermediate summaries, conclusions, feedback, professional support, time management.)
Week 3 and 4 June 8 <sup>th</sup> – 19 <sup>th</sup>	<b>Live-meeting*, 3rd Monday :</b> Reflection about first collaboration, lessons learnt – and planning of the coming week  <b>Experiences/Activities:</b> transfer into practice; moderated collaboration on a project/task chosen by participants: use of various tools as per choice of participants  <b>Documents for self-study:</b> understanding participants of online activities (behaviour patterns, gender, lurkers and free-riders), conflict prevention and management;  <b>Closing meeting:</b> presentation of group work; last questions and evaluation of training.

### Cost

**Training fee: 800 Euro** (1200 CHF). Details for payment are provided after application.

### Application

By e-mail: Fill in the application form, save it, send as attachment to [kurse@agridea.ch](mailto:kurse@agridea.ch)  
 By fax: Fax the application form to fax no. ++41 52 354 97 97 (AGRIDEA)  
 By mail: Send the application form to AGRIDEA, Kurse, 8315 Lindau, Switzerland

**Last date for application: April 9<sup>th</sup>, 2009.**

Please note: The number of participants is restricted. The allocation of the training slots will be based on the order of application and subject to payment of training fee.

Upon application you will receive a confirmation Email with further information about payment, registration and access to the course environment on the virtual platform of Agridea.



Application for the Online training  
on E-Facilitation (May 25<sup>th</sup> - June 19<sup>th</sup> 2009)

**Family Name:** \_\_\_\_\_ **First name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Address (for correspondence):**

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**Address (for invoice, if different)**

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**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**My expectations for this training:**

\_\_\_\_\_

**I have already worked with and feel comfortable with the following web-based tools:**

\_\_\_\_\_

**Date, place and signature:** \_\_\_\_\_

**Further comments....**