

**Online teaching essentials: all you need to know to get started**

**Aim:**

This short course will give participants all the skills they need to start teaching online at short notice. It is aimed at learners with little or no experience teaching online and who may need to offer online training spontaneously to react to change in the current business climate. Once registered, participants will gain access to a series of videos which will guide them through essential tools for teaching online and their features. They will also be invited to take part in 5 live sessions.

Trainers: Sabrina Lucidi, Tanja Murphy-Ilibasic, Gwendolyn Goh

**Video content: available from Monday 9 March 2020**

* How to set up and use Zoom
* How to set up and use Skype
* How to use whiteboards and the chat box to create + save ‘online flipcharts’
* How to share screens and classroom materials as the trainer
* How to conduct group classes, including using breakout rooms for small groups

**Live content: see dates below**

* 3 troubleshooting and Q&A sessions to practice skills
* 1 practice session on how to conduct an online class and motivate learners
* 1 live session on
  + presenting online training to clients as a reliable and effective alternative to face-to-face sessions
  + practicing using breakout rooms

**Dates for live sessions:**

* March 11 19:00 Troubleshooting 1
* March 13 19:00 Troubleshooting 2
* March 15 16:00 Presenting online training to clients/using breakout rooms
* March 17 19:00 How to conduct an online class and motivate learners
* March 18 19:00 Troubleshooting 3

**Registration information:**

Start date: Monday 9 March

Cost per participant: 25 euros if member of an ELTA, 35 euros for non-ELTA members

How to register: Eventbrite link here

*Once payment has been received a link will be sent to access both the video content and the live sessions (all five dates).*