

Certified Online Learning Facilitator

Raising the standard of online training

What our facilitators think...

Many people have taken the time to praise the COLF course since its launch, but no one is better placed to comment than the people who have achieved the qualification.

“Basically with this course I found in one place what is generally dispersed in so many books, webinars and articles and which would have taken so much time to go through! So I feel I have invested my time and funding wisely and effectively. It has been a great course to attend and I would recommend others to do the same!”

Annika Parisotto
Project and L&D Manager
Assima

“I would just like to say how much I enjoyed the course, not just the online learning but also your choices for the self directed study element. The breadth of the course offers excellent value for money in my opinion and I will have no hesitation in recommending it to others”

Carl Bellamy
Sandwell and West
Birmingham Hospitals
NHS Trust

“Organisations are looking for improved flexibility and efficiency by delivering events and training online. A common - and costly - mistake is to assume that the same skills are required for both live and online formats. Delivering successful online events requires a specific skill set, and it is good to see that the Institute offers credible learning and certification in this area.”

Nick Shackleton-Jones
Group Head of elearning
BP

“I enjoyed the sessions immensely and learned a great deal about online interactions as well as the training specifics. We’re already looking at what courses/sessions we can look at with a view to using Webex to deliver.”

Sandy Fox
Technology Learning Team
Rolls-Royce Services

“The course and facilitator really were excellent, and all the team have given positive feedback about the sessions. I now feel equipped with a group of Trainers that have a greater understanding of delivering online training. They are still nervous about ‘going live’, but they have the best start to ensure we can run sessions with confidence. In addition, I feel confident that the sessions we deliver will be of high enough quality to engage people and appreciate this new method of training in Kent.”

Sarah Ward
Training Manager
Kent Adult Social Services

Intro

Today's organisations are requiring learning and development professionals to do more with less. They are being asked to deliver learning to more people, with less budget, and provide learning events that will not only save money but deliver increased business performance.

This certification course from the Learning and Performance Institute (LPI) will provide L&D professionals with these essential skills, providing 14 hours of live online instruction, together with self study assignments, and culminating with an assessment of those skills in a live environment.

Eliminate any travel costs associated with the delivery of training

Spend less time away from the office

Deploy faster training without compromising on quality

Achieve higher completion rates

Train more for less

Who needs this certification?

The Certified Online Learning Facilitator course is designed for anyone delivering, or planning to deliver, online learning events including webinars, online classrooms and online meetings.

Although some training delivery and facilitating experience is beneficial, it is not mandatory - as the essentials are covered in the course.

Note that the course is applicable to all L&D professionals, irrespective of the subject matter they teach.

How does the course work?

The Certified Online Learning Facilitator course runs over a 4 week period* and may be studied for either during working hours or on a part-time, out of work hours basis. It comprises live, online moderated sessions using virtual classroom software (Webex/Adobe Acrobat Connect Pro), blended with self-directed study assignments. You will also have access to live, online tutor support throughout the course.

The Certification is based on achieving grades in both the weekly assignments and your Live Assessment, where you will facilitate an online session to a live audience.

* For one company courses, this may be condensed into 2 weeks.

Certification

The Certified Online Learning Facilitator certificate is awarded by the LPI - the professional body for L&D professionals.

It will provide the certification entry requirement for you to become a professional member of the LPI at Associate Grade – affording you the post nominal letters ALPI.

Study time

The course has been designed so that you may study out of work time if so desired.

The average number of study hours:

- Live Online Sessions – 14 hours
- Self-Directed Study Assignments – 12 hours

Self-Study Assignments

You will be expected to complete self-directed study assignments after each live session. On average, assignment study will require about 2-4 hours a week, depending on your experience and prior knowledge.

Your Live Assessment

Your live assessment will require you to deliver a live online session lasting 20-25 minutes with a minimum of four participants in attendance.

LIVE ONLINE SESSIONS

L1: WELCOME TO THE COURSE

L2: INTRODUCING THE ONLINE CLASSROOM

L3: MANAGING THE WEB CONFERENCING SYSTEM

L4: COMMUNICATING IN THE ONLINE CLASSROOM

L5: DESIGNING COLLABORATIVE & INTERACTIVE CONTENT

L6: MAXIMISING LEARNER ENGAGEMENT

L7: PREPARING & SETTING UP YOUR EVENT

L8: FACILITATING YOUR EVENT

L9: CLOSING THE SESSION & FOLLOWING UP

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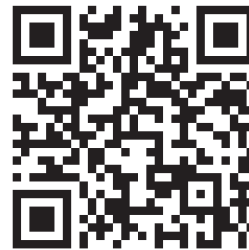
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**Learn
Perform**