Syllabus
Facilitating Online with Grow2Serve

Course Creators and Facilitators

The course creator for this course is [Mark Morgenstern](). Mark, formerly the training director for ReachGlobal, is currently the director for continuing learning through the *CIT Next* ministry of [*Center for Intercultural Training*]() and Senior Director of [Grow2Serve]().

Course Description

Facilitating Online with Grow2Serve is designed for those who plan to become facilitators of online courses offered through Grow2Serve. Assignments include reading, video tutorials, interactive discussions and practicing some facilitation skills and techniques.

This course will run for two weeks. Each week has a distinct theme as follows:

- o   Week One: Foundations of effective online facilitation
- o   Week Two: Putting it into practice

This course is designed to fulfill this general learning outcome: *Understand the core roles and skills of an online facilitator and the tools available through Grow2Serve to succeed in the task.*

The course asks you to **invest 8-12 hours of learning time over an 14-day period.**

As a result of participating actively in the course, by the end you should…

- understand Grow2Serve's expectations and preparation requirements for facilitators,
- understand the foundational roles, characteristics and skills of an effective online facilitator,
- appreciate the wealth of accumulated knowledge on good facilitation technique,
- begin to feel comfortable with the technology tools available to you as a facilitator on grow2serve.com,
- be able to review an assignment that a participant has completed, indicating appropriate completion or not and giving written feedback as appropriate,
- feel comfortable with the techniques necessary to effectively moderate an online discussion,
- understand your primary role as a "guide" rather than "sage,"
- be able to create a balance between projecting an active presence and the time investment you are able to make,
- be able to use Grow2Serve email features effectively in order to enhance your participation as a facilitator,
- understand the nature of your relationship, as a facilitator, to Grow2Serve,
- know where to go for help when needed,

- be able to take responsibility for the weekly administration tasks related to a Grow2Serve course,
- be able to make judgment calls as to the preferred location within a course for the conducting of different types of dialogue.

Intended Audience
Facilitating Online with Grow2Serve is designed for those desiring to facilitate online courses with Grow2Serve.

Course Materials
All readings and materials required will be available on the course site or through other Internet sites.

Course Mechanics
The key to successful learning in this course is interaction, both with the facilitator and with the other participants in the course. It is vital that each participant faithfully post responses on time and reply to the posts of other participants. You will not receive a grade or mark from your facilitator. Your success in learning will be measured by you and the learners that you will serve in the future as you engage into ministry as a course facilitator.

Please note that for maximum learning impact in this course, a learner will ideally spend 30–90 minutes daily (Monday -- Friday) working on the material. Because it is focused on preparing facilitators, this course requires that the time be spread out over most of the days of the course.

- Participants should plan to participate in the course at least 10 of the 14 days.
- They should allot a *minimum* of 15 minutes (and often much more than that) during each of the 10 days.
- Timeliness in completing assignments is especially important as participants will practice facilitating with fellow classmates.

The goal is to offer the best preparation for facilitators, so participants' full engagement in the course during these two short weeks is very important.

Please complete all the activities in the order they are presented. Before you begin with the course content and activities, carefully review and complete all the activities under "Course Orientation." Important introductory information and course navigation tips are presented there.

A main feature of the course is the interaction between participants and the facilitator through forums. This is an asynchronous course, so there are not specific times you need to be online. Participants will be in several different time zones around the world, so there is not one set time when everyone is online together. The assignments have due dates, and within the

boundaries of those due dates, you are free to complete assignments according to your schedule (i.e., you can do them at night, in the morning, at lunch, etc.). Please note that in the instructions for forums, quizzes, and wikis, all references to days when an item is due (without a particular time on the clock included) refer to Eastern Time, USA (New York).

We want you to engage with each other as well as with the subject matter. Don't be afraid to articulate your unique ideas, to think critically, or to ask challenging questions of others in a godly manner. Of course, your words of encouragement to fellow participants are always welcome.

Copyright Issues

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