MG Online Managers’ Training Agenda

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## Introduction / Rationale

Mathew Goniwe School of Leadership and Governance (MGSLG) has for 4 years been providing Teacher ICT Integration course using a blended learning model, using a combination of face-to-face and online modes of delivery. The online components of the course were hosted on a Moodle Learning Management System called MG Online and were facilitated by trained online facilitators.

Because of the COVID-19 pandemic MGSLG is experimenting with different models of delivery for courses over and above those traditionally offered by the ICT in Education department, namely Leadership and Governance courses. MGSLG has also invested in ‘translating’ 16 previously face-to-face courses into predominately online courses. 10 of these courses are ready for deployment. The intension of this online workshop is to provide MGSLG course managers with the know-how and skills to deliver these courses predominantly online.

## Intended Audience

This course is aimed at MGSLG staff who have the responsibility of organising, delivery and reporting MGSLG courses. In addition, MGSLG senior management should attend to appreciate how blended and bichronous[[1]](#footnote-2) delivery of previously face-to-face courses requires a different approach to how courses were managed and delivered traditionally.

MG Online administrators and support personnel also need to be involved with the training.

## Training Outcomes

On completion of this training MGSLG staff will be able to…

1. Access the relevant course materials and activities available on MG Online.
2. Review the translated materials and activities, and if necessary, revise.
3. Check training enrolments to ensure the right training participants have been registered and enrolled into the course.
4. Set up, and advertise, the synchronous sessions (MS Teams) required to support bichronous training.
5. Facilitate effective synchronous meetings.
6. Instruct and support content experts/training facilitators who are tasked with facilitating bichronous training and running synchronous sessions.
7. Check on student progress during the training to identify at risk participants.
8. Draw statistical data from MG online to assist with writing training reports.

## Training modality

This training will attempt to model a bichronous delivery model. There will be two synchronous sessions (MS Teams) of approximately 60 minutes each and 4 hours of asynchronous activities (MG Online) over a two-day period.

## Training agenda and timings

Dates: 24th and 25th February 2021

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| # | Activity | Mode |  |
| **Wednesday 24th February 2021** |
| 10h00-11h30 | Welcome and orientation to the training:* Terminology
* MG Online orientation
* Translated courses review.
* Introduction to bichronus modes of delivery.
* How to facilitate a good synchronous meeting
* Introduction to MG Online. Navigation, permissions etc.
* Effective asynchronous study activities and tools: Forums, assignments, quizzes
 | Synchronous meeting on MS Teams | Andrew Moore |
| **During the 24th and 25th February** |
| 4 hours | What are MGSLG manager’s responsibilities for bichronous courses and study?* Be familiar with the training outcomes and course materials. (Review and revise)
* Select a facilitator who is comfortable with both synchronous and asynchronous study environments, dynamic and engaging.
* Market the course so that prospective participants are aware of the course’s outcomes and mode of delivery
* Check enrolments on MG Online/Moodle
* Set up synchronous meetings using MS Teams.
* If presenting, use webinar good practice facilitation techniques.
* Check on student progress behind the scenes during the course and support students at risk.
* Draw statistical data from MG online to assist with writing training reports.
 | Asynchronous study on MG Online | Self-study |
| **Thursday 25th February** |
| 15h00-16h00 | Consolidation meeting* Question and Answer session/ Plenary. Participants have an opportunity to dive deeper on issues relating to the deployment of actual MGSLG Bichronous training courses
* Time permitting facilitator can show examples of courses being run in Africa
 | Synchronous meeting on MS Teams | Andrew Moore |

1. Bichronous: blending both synchronous (e.g. MS Teams, Zoom) and asynchronous (e.g. Moodle) elements, to maximize the benefits of both online learning environments, and mitigate the downsides of asynchronous online learning alone, such as a lack of immediacy, community, interaction, and audiovisual communication. [↑](#footnote-ref-2)