**Facilitating Learning Online (FLO) Fundamentals - Week 1, Activity 4**

**Instructions:**

* Based on your interpretation of the readings, combined with your own experiences as an online learner and/or instructor, what are some key strategies for effective online facilitation? For example, what specific tasks or behaviours would an instructor do or demonstrate in order to be effective as an online facilitator?
* The deliverable for this activity is a concise list of 10 key strategies for effective online facilitation. Each item on this list should be concise – no more than 50 words (ideally fewer!). The deadline to complete your work in the Google doc is midnight on Friday of week 1. Please let your course facilitators know when you have completed your task by posting in the Open forum. One volunteer can make this post by Saturday (3pm PST).

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**Guidelines**

Follow the instructions below. Please note, this activity is not a team activity and requires all FLO participants to contribute. **We need a volunteer** for this activity!

**Summary:**

1. [Start messy](#wwgi67l55inl) - list 4-12 key strategies for effective online facilitation
2. [Organize](#2g7bwscr3czk) - categorize your list
3. [Narrow](#ij20x12pukw) - vote for your top 10
4. [Decide](#vvb1d5jgwu2) - a volunteer counts the votes ([volunteer now](#wr1lxe2z6z8b))
5. [Post](#wr1lxe2z6z8b) - same volunteer will post the top 10 to the Open Forum

**Details:**

Step 1. START MESSY (brainstorm)

List your key strategies for effective online facilitation. To do this, look for "[Let's get messy listing key strategies](#wwgi67l55inl)!" at the bottom of this document and record your items below that. Do not list anything on this page.

Scroll to the next page. Or use the shortcuts. [1. Start messy.](#wwgi67l55inl) [2. Organize.](#2g7bwscr3czk) [3. Narrow.](#ij20x12pukw) [4. Decide,](#vvb1d5jgwu2). [5. Post.](#wr1lxe2z6z8b)

Step 2. ORGANIZE

After completing Step 1, assign your strategies to one of the categories (definitely, maybe, thinking, or “I am okay with these being cut”). Copy and paste your strategies in the row with your name. Make sure you divide your column allocations equally, for example, if you came up with 12 strategies, 4 would go in each column.

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**To** **vote - mark 10 Xs** (Do this by Friday evening, after Step 2)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Definitely** | **Maybe** | **Thinking** | **I am okay with these being cut** |
| FLO facilitator/s example of how to organize**Do this after Step 1!** | Be honest, let the students know when you don’t have the answersBe yourself and use an empathetic tone  | Show up for the learners by ensuring you state when and how they can reach out to you for supportBe flexible and encourage students to let you know when they feel stressed | Offer one-to-one support if students are having difficulties Build community by allowing space for students to share informally | Prepare and plan well so students know what to expectShow up for the learners by ensuring you state when and how they can reach out to you for support |
| **Name** | **Definitely** | **Maybe** | **Thinking** | **I am okay with these being cut** |
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Step 3. NARROW

After completing Step 2, check to see that some of your peers have posted before voting. If it is Friday afternoon, vote for what is there. Those who are late will catch up. To narrow, put an **X** next to your top 10 strategies in the “**definitely**” column. You can vote for yours and/or your peers’. Remember, only vote for 10! ***Yes. You can*** ***vote for the examples in the “definitely” column***. Example of how to vote: Be yourself and use an empathetic tone **X**  [Vote now.](#i3ung8r2gu2x)

Step 4. DECIDE

A class volunteer will count the **Xs** early Saturday morning. Choose the top 10 based on which have the most votes (Xs). If there is a tie, the FLO facilitators will vote to break the tie.

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Or use the shortcuts. [1. Start messy](#wwgi67l55inl)[.](#gqxpwk6e89s9) [2. Organize.](#2g7bwscr3czk) [3. Narrow.](#ij20x12pukw) [4. Decide,](#vvb1d5jgwu2). [5. Post.](#wr1lxe2z6z8b)

Step 5. POST

Add your name if you volunteer to post on behalf of the group. (add name here)

Have **one** person post your top 10 to the Open Forum (by Saturday 3pm PST) to let the FLO facilitators know you are done. This space is **reserved** for the top 10 list. Do not write here unless you volunteer to post.

1. Placeholder for top ten strategies
2. Placeholder for top ten strategies
3. Placeholder for top ten strategies
4. Placeholder for top ten strategies
5. Placeholder for top ten strategies
6. Placeholder for top ten strategies
7. Placeholder for top ten strategies
8. Placeholder for top ten strategies
9. Placeholder for top ten strategies
10. Placeholder for top ten strategies

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READY TO BEGIN? [Back to top.](#s3k4qv92jxlr) or [2. Organize.](#2g7bwscr3czk) [3. Narrow.](#ij20x12pukw) [4. Decide,](#vvb1d5jgwu2). [5. Post.](#wr1lxe2z6z8b)

**Let's get messy listing key strategies!** List your 4-12 key strategies for effective online facilitation below. Add your name and then add your bullets. See example. It is okay if you write the same strategies as someone else because you will likely categorize them differently. You can move to Step 2 immediately after completing this. However, wait until your peers have posted before moving to Step 3.

***Example:***

*[FLO Facilitator Name]*

* Be honest, let the students know when you don’t have the answers
* Be yourself and use an empathetic tone
* Offer one-to-one support if students are having difficulties
* Build community by allowing space for students to share informally
* Prepare and plan well so students know what to expect
* Show up for the learners by ensuring you state when and how they can reach out to you for support