

“E-tutors training”

Brussels, 30 May - 01 June 2018

Tuesday 29 May		
arrival of participants and dinner		
Wednesday 30 May	Thursday 31 May	Friday 01 June
09:00 - Introduction to the training and presentation of participants	09:00 – Designing your course: practical steps in design <i>Group activity</i>	09:00 – Tutoring: how to lead and facilitate <i>Group activity, discussion and presentation</i>
10:30 - Coffee break	10:30 - Coffee break	10:30 - Coffee break
11:00 – Foundations: what is online good for? <i>Group activity, discussion and presentation</i>	11:00 – Designing your course: practical steps in design <i>Group activity, discussion and presentation</i>	11:00 – Further guidance and tools for e-tutors <i>Presentation</i> 11:45 – Follow up, course evaluation and conclusions
12:30 - LUNCH	12:30 - LUNCH	12:30 - LUNCH
14:00 – Learning activities: how to convert them for online training <i>Group activity</i>	14:00 – Running the course: managing the learning journey <i>Group activity, discussion and presentation</i>	Departure of participants
15:30 - Coffee break	15:30 - Coffee break	
16:00 – Learning activities: how to convert them for online training <i>Group activity, discussion and presentation</i>	16:00 – Creating and producing: tips for making your course <i>Group activity, discussion and presentation</i>	
17:30 – End of the day	17:30 – End of the day	
19:30 – Dinner	19:30 – Dinner	



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