# Facilitator Guidance Document

### NZ001 Adobe Connect Facilitator Training

**Course summary**

This course is designed for facilitators of remote CPD for STEM Learning and the National Centre for Computing Education. The course will cover how PDEs are transferred to Course Groups (such as this space) and facilitator-led live sessions using Adobe Connect.

**Course outcomes**

* Set up participant tasks on a course group.
* Use Adobe Connect to deliver facilitator-led sessions.
* Apply effective remote facilitation techniques.

This course contains **1** episodes delivered over **1** hours.

**Resources required to deliver this remote CPD**

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| **Episode Number** | **Resource required** |
| 1 | Session slides  Facilitator guide  Example videos  Drop-in booking form  FAQ link |

**Delivery Framework**  
  
Please complete the components of the remote CPD e.g. Gap task and the time that this episode contributes to the delivery model.

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|  | Episode 1 |
| Activity | Remote delivery of content |
| Time | 60 mins |

**Facilitator support to deliver episodes**

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| **Episode**  **Number**   |  | | --- | | **1** | | **Episode Title** | Adobe Connect Facilitator Training | |
| **Slide Section**  **Slide Nos.**  **Duration**  **Aim** | **Facilitator - instructions and delivery notes** | **Participant** | **Resources** |
| Before session start | Upload slides. Technical checks. Prompt participants to confirm they can hear through text chat. | Say hello in text chat | Templated opening slide. |
| Ppt slide 2 | Slide 2 – explain features, use agree/disagree to move on | Agree/disagree | Slide 2 |
| Ppt Slides 3-7  3 mins  Aim: establish intended outcomes, explain two connected spaces | Slide 3 - Introduce intended learning outcomes.  Slide 4-6 – Role of Course Group for structure  7 – Link between Course Group and Adobe Connect | Type anything you are unsure of. | Slides 3-7 |
| Ppt Slide 8-11  5 mins  Aim: Convey workflow | Slide 8 – Key roles and sequence of set up  Slide 9 – Facilitator invite  Slide 10 – Workflow  Slide 11 – Pause for questions | Type anything you are unsure of. | Slide 8-11 |
| Ppt Slides 11-14  2 mins  Aim: Show how PDE is represented | Slides 11-14 Example PDE | Type anything you are unsure of. | Slides 11-14 |
| Ppt Slides 15-18  2 mins  Aim: Aware of posting process | Slide 15-18 Walkthrough of making a post on a community group | Type anything you are unsure of. | Slide 15 -18 |
| Ppt Slides 19-20  3 mins  Aim: Converting PDE to a post | Slides 19-20 Pose questions about writing tasks  POLL – responses:  (1) Not very confident  (2)  (3)  (4)  (5)  (6)  (7) Very confident | Respond to poll | Slides 19-20  POLL (see slide 20) |
| Slide 21-26  6 mins  Aim: Example of written task | Slides 21-23 Talk through example  Slide 24 – Invite feedback in text chat  Slides 25-26 Summarise key points | Answer question in text chat | Slides 21-26 |
| Slides 27-38  10 mins  Aim: Aware of Adobe Connect functions | Slides 27-38 Walkthrough | Type anything you are unsure of. | Slides 27-38 |
| Slides 39-40  3 mins  Aim: The value of simple interaction | Slide 39 – agree/disagree statement  Slide 40 - walkthrough | Agree/disagree response | Slides 39-40 |
| Slides 41-43  3 mins  Aim: Explain polls | Slide 41-43 walkthrough (bring up previous poll) | Type anything you are unsure of. | Slide 41-43 |
| Slides 44-45  1 min  Aim: Reassure about breakout groups | Slide 44-45 walkthrough but reassure not essential | Type anything you are unsure of. | Slide 44-45 |
| Slides 46-52  5 mins  Aim: Close down and summary | Slides 46-52 Content delivery  Slide 52 POLL  Question “RAG”  Responses:  Green  Amber  Red | Respond to poll.  Type questions in text chat. | Slides 46-52  POLL |
| Close down | Save text chat. Upload text chat and related resources to Community Group. |  | Text chat export, links, slides and resources. |