

e-Training Facilitator

WHO SHOULD "ATTEND" :

This workshop is designed for the trainer who will facilitate training programs in an e-learning setting.

LEARNING OBJECTIVES :

By the end of the workshop, the e-facilitator will be able to:

- Describe the e-trainer's role as a facilitator of synchronous, asynchronous and blended learning
- Identify how to use adult learning concepts in an e-learning environment
- Use options for virtual introductions
- Use facilitation skills in an e-learning environment
- Promote learner interaction and participation
- Overcome pitfalls of facilitating e-learning
- Use trategies to deal with problem learners
- Complete planning steps for an e-learning event
- Identify steps to orient the learner to your technology

Trainer: Drs. Bambang Haryanto, M.Ed

WAKTU PELAKSANAAN

17 - 18 Desember 2026

09:00 - 17:00 WIB

TEMPAT PELATIHAN

Location: Hotel di Bandung

Harga

Group Price: Rp 6.500.000
Full Fare: Rp 7.350.000

**) Harga di atas tidak dikenakan PPN 11%, sudah termasuk E-Certificate dan Modul.*

WORKSHOP CONTENT :

1: OVERVIEW

- What is e-learning?
- Characteristics of synchronous, asynchronous and blended learning
- Methods for the best learning experiences for e-learners
- Steps in adult learning
- Use adult learning concepts in e-learning
- Assess your skills, manage your expectations

2: VIRTUAL INTRODUCTIONS AND E-FACILITATOR ROLES

- Options for virtual introductions
- Think like a course designer, facilitating material designed by others
- E-facilitator roles
- Facilitation skills that translate from the classroom to e-learning

3: E-FACILITATION SKILLS

- How to give directions and set up learning activities
- How to compensate for lack of face-to-face contact
- Ten tools and tips to increase interaction and participation

4: E-FACILITATION QUESTIONS AND PACING

- Use questions effectively
- Are the concepts clear?
- How can e-learners use what is taught?
- Keep the pace alive
- Off-air assignments and other options

5: E-FACILITATION PITFALLS AND SOLUTIONS

- Pitfalls and how to overcome them
- When to depart from the prepared script
- Netiquette and problem learner strategies

6: PREPARE TO FACILITATE AN E-LEARNING EVENT

- Target population: who’s out there?
- Create the event script or road map for the learning event
- Get materials to the right people
- How to connect with the virtual learner

7: USE THE TECHNOLOGY TO THE BEST ADVANTAGE

- Orient the learner to the technology
- Use tools to promote interaction
- Knowing system capabilities and limits
- Who is available to troubleshoot?
- Technical support for 24/7 learning
- Evaluate learners and monitor progress
- Participant feedback: ask the right questions
- Compiling feedback information and next steps

8: RESOURCES AND CONCLUSION

- Answers to activities
- Lettering and charting suggestions for white boards
- Glossary of e-learning terms
- Questions to ask at each of the five adult learning steps
- Bibliography of books, articles and websites
- Index to materials
- Participant feedback

Workshop Leader :

Instruktur Pelatihan

Drs. Bambang Haryanto, M.Ed

Bambang Haryanto ialah instruktur dan konsultan independen pada berbagai Training Center, organisasi bisnis dan lembaga, antara lain pernah untuk BCA Group, Salim Group, Bank Tamara, Gajah Tunggal Group, Dharmala Group, Sampoerna Group, Tiga Raksa Group, Modern Group, Napan Group, Lippo Bank, BDNI, dan Bank Artha Graha. Ia memulai karirnya dengan bekerja di berbagai hotel internasional selama empat setengah tahun, bidang sales dan pariwisata selama dua tahun sebelum menjadi dosen di Universitas Terbuka selama enam tahun. Selain menjadi dosen, ia juga bertanggung-jawab serta memimpin banyak satuan tugas untuk menyelesaikan berbagai tugas manajerial dan pengembangan dalam bidang penyelenggaraan pendidikan tinggi.

Tahun 1989, ia memulai bekerja di Divisi HRD dan Training Center BCA sebagai instruktur program-program manajemen dan pengembangan diri. Ia pernah menjadi Kepala Pelaksana Harian BCA Training Center selain menjadi Koordinator Program Pengembangan Manajemen. Ia juga telah berhasil menyusun, mengembangkan dan menyelenggarakan berbagai pelatihan untuk BCA Training Center.

Tahun 1993, ia memulai karir sebagai instruktur dan konsultan yang bekerja secara mandiri untuk berbagai organisasi bisnis dan lembaga. Hingga saat ini ia telah menyelesaikan dengan baik lebih dari seribu kali berbagai jenis program pelatihan dan konsultasi.

Bambang mempunyai ijasah Master of Education dari Simon Fraser University Canada (1989), Sarjana Pendidikan dari Universitas Negeri Jakarta (1983), dan Diploma III Perhotelan (1978). Selain itu ia juga sangat berminat dan sering mengikuti berbagai seminar dan pelatihan yang berkaitan dengan manajemen umum, manajemen strategik, manajemen operasional, kepemimpinan, penjualan, pemasaran, UKM, dan pelayanan prima.

CONTACT US

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