Harvest Development Group
Consulting Services for Nonprofits

Syllabus: "Taking Your Program Online"

Immersive training, course description

This one-week course is for non-profit organizations to learn how to convert in-person program experiences to online delivery. Learners will observe and interact as they learn how to prepare a design, plan, and schedule tailored to their organization's objectives. At the end of the course learners will have a complete outline and development materials they can use to put their program activity online.

Your coach

Phillip Simon is a professor of interactive media and design at Quinnipiac University and a Senior Consultant at Harvest Development Group. Phill has a depth of expertise in interactive media design, designing and teaching online instruction since 2004. He directs a master's program at QU that is delivered entirely through an online platform. In addition, Phill is a nationally invited speaker on online learning.

Outcomes of the Immersive Training

An audit of what your organization can convert to online delivery.

A strategy with methods and techniques for delivering a program-activity tailored to your staff talent, program objectives, and constituent demographics.

Detailed action plan of your online course, including a description, learning methods, assignments, and objectives.

Digital tools required and selected for providing program-activities in an online environment.

A program-activity schedule and action plan.

Course mechanics

Meet daily through live video conference lessons, with your coach and your learning team members. These video conference lessons are scheduled for one AM 1-hour session and one PM 1-hour session. These are not recorded.

Daily video learning conferences are supported by learner engaged assignments to be completed between morning and afternoon sessions and before the next day's lesson.

Team conferencing throughout the day, to develop innovative solutions and support each other.

Online classroom space, for collaboration, work assignments, and course artifact storage and sharing.

Access to your coach between daily class sessions to answer questions about the assignments and your online program-activity project plan.

Course schedule

Pre-course mandatory work preparation

- Watch video on how the course will work
- Watch Video on the three "T"s: talent, technique, tools,
- Video: what is a Project Charter and why use one
- First assignment: Using then template provided, catalogue your program sessions or units and associated resources.

Day-one:

OUTCOME OBJECTIVE: Determine feasibility of your program catalogue and prioritize your program-activity for this training.

- AM video conference hour – Getting started
- Day assignment
- PM video conference hour – Feasibility
- Overnight assignment

Day-two:

OUTCOME OBJECTIVE: Define outcomes. Determine program-activity leadership.

- AM video conference hour – Review and Explore Technique
- Day assignment
- PM video conference hour – Finalize Technique
- Overnight Assignment

Harvest
Development
Group
Consulting Services for Nonprofits

Day-three:

OUTCOME OBJECTIVE: Devise solutions to bring your program design online.

- AM video conference hour – Technique Scope
- Day assignment
- PM video conference hour
- Overnight assignment

Day-four:

OUTCOME OBJECTIVE: Create the instructional outline for your online program.

- AM video conference hour – Detailed Action Planning
- Day assignment
- PM video conference hour
- Overnight assignment

Day-five:

OUTCOME OBJECTIVE: Plan a schedule and implementation.

- AM video conference hour – Implementation and measurements
- Day assignment
- PM video conference hour
- Overnight assignment

Post-class support: Implementation support email for four weeks. One-month class reunion review.