

TECHNOLOGY-ENHANCED TRAINING OF TRAINERS - A TOOLKIT

Premise

ToT has proven to be one of the most requested training activities among CCM missions and organisations. This is connected to the fact that diverse tasks within CCM require interaction, mentoring, and training skills both with other mission members and with external counterparts. Furthermore, the generic nature of the training allows beneficiaries to apply the acquired skills to design and adjust ToT in diverse contexts.

Based on the ENTRi Training of Trainers' Package, the EUCTI project has organised online, and face-to-face Training of Trainers for civilian crisis management missions' personnel, and a specific activity has also been devoted to carry out a baseline study to assess the capability of the EUCTI consortium members to develop and deliver digital training in the context of CCM. As a result, an online self-paced and synchronous activity has been delivered among EUCTI partners to provide them with an understanding of underlying pedagogical theories and frameworks. The delivery of this knowledge was combined with practical guidelines/toolbox on how to organise digital training (DT) in the context of online or hybrid training.

Against such a background a course package for a Technology Enhanced Training of Trainers was developed. The package has been crafted following the logical framework of the 'training cycle' – from training needs assessment to training evaluation and for each of the phases, it highlights commonalities and differences in planning, organising, delivering and evaluating face-to-face and online training in all their variants. The use of digital learning tools is a cross-cutting element mainstreamed throughout the entire toolkit.

This 'agile package' contains a set of documents aimed at guiding trainers in organising training of trainers in their respective missions/organisations for the purpose of embedding technology and digital tools in their courses, be they face-to-face, hybrid or online.

These are:

1. A Trainer's **LESSONS FLOW** to assist trainers in designing tailor-made training sessions. It describes in detail the scope of each session, the timing, the role of the trainer and the work of the trainees, supporting material and setting needed to carry out the sessions.
2. The lesson plan is complemented by **TRAINING MATERIALS** (a PowerPoint presentation focusing on each session of the course; case studies and exercises – in separate documents).
3. A **COMPILATION** of useful reference materials (documents on the various subjects of the course) and tools (a basic list of existing digital learning tools to use in training).

1. Trainer's LESSONS FLOW

Purpose & Description

The purpose of this lesson flow is to assist trainers in designing tailor-made ToT sessions. It describes in detail the scope of each session, the timing, the role of the trainer and the trainees' work, supporting material and setting needed to carry out the sessions.

The flow, timing and sequence are designed for a 3-day training event, which could also be organised in half a day. Besides the training sessions, the time for individual or group work has also been factored in.

Training Agenda Overview

Day 1	Day 2	Day 3
00.00 – 00.60 Opening Session <ul style="list-style-type: none"> - Opening, Introductions & expectations - Objectives and schedule - Course ground rules - Logistics & admin 	00.00 – 00.30 Re-cap from Day 1 <ul style="list-style-type: none"> - Key takeaways 	00.00 – 00.30 Re-cap from Day 2 Key takeaways
01.00 – 02.30 Session 1: Being a Trainer <ul style="list-style-type: none"> - Presentation - Group work 	00.30 – 03.00 Session 5: Techniques to use in a training session <ul style="list-style-type: none"> - Presentation - Group work 	00.30 – 04.30 Delivering training sessions <ul style="list-style-type: none"> - Practice exercise
02.30 – 04.00 Session 2 Principles of adult learning <ul style="list-style-type: none"> - Presentation - Group work 	03.00 – 04.00 Session 6 Creating an effective learning environment <ul style="list-style-type: none"> - Presentation - Group work 	
04.00 – 05.00 Session 3 Assessing Training Needs <ul style="list-style-type: none"> - Presentation - Group work 	04.00 – 05.30 Session: Practicalities in the training room <ul style="list-style-type: none"> - Presentation - Group work 	
05.00 – 06.30 Session 4 (a): Planning and designing a Training Course: an introduction <ul style="list-style-type: none"> - Presentation - Group work 		
06.30 – 08.00 Session 4 (b): Planning & designing an online training course: what's different? <ul style="list-style-type: none"> - Presentation - Group work 	05.30 – 07.30 Training activity <ul style="list-style-type: none"> - Preparation of a lesson plan for an online training session and presentation 	04.30 – 05.30 Session 7 Assessing learning & evaluating a training event <ul style="list-style-type: none"> - Presentation - Group work
08.00 – 08.15 Wrap-up and Closing Day 1	07.30 – 08.00 Wrap-up and Closing Day 2	05.30 – 06.30 Action Plan and closing

Sessions Flow

For face-to-face courses: The space where the training is to take place should be conducive for participatory, adult learning. To this end, it is recommended that the room be set up with round or square tables with 4-6 participants each. These tables can also be used for group work throughout the three days.

For online events, make sure that your LMS allows you to create break-out rooms, gives participants the possibility of using the chat as a car park for questions and comments, and allows you as a trainer to integrate the use of additional digital tools, videos, etc.

Learning Objectives

At the end of the training, the colleagues are expected to:

- describe how learning theories can be applied to design high-impact sessions at present and online;
- identify course design methods applicable to training needs and typologies of training;
- practice advanced training design skills in preparing sessions (f2f training and blended and online learning events) on a range of learning topics, making also use of new technologies and digital learning tools;
- upgrade facilitation skills in a range of participatory training activities;
- understand what is important for online learning delivery to enhance engagement.

Expected results

- Enhance the capability of training providers to design and implement suitable ToT utilising new technologies
- both in f2f training and blended and online learning events.
- Guide how to tailor and customise the course curriculum to the respective training needs
- Equip training providers with the tools to organise sessions independently and offer cascade training on these aspects.

Time	Session title	Trainers' activities	Activities for trainees	Material
DAY 1				
Course opening				
00.00– 00-60	<p>Session 0: Opening</p> <p>Opening, Introductions, Expectations (includes ice-breaking exercise) trainer's self-assessment test: https://forms.office.com/e/herf2FKB4z</p> <p>Course objectives and agenda</p> <p>Course Ground rules Logistics and admin</p>	<ol style="list-style-type: none"> 1. The trainer/facilitator introduces themselves and provides an overview of the course and learning objectives. 2. Consider an ice-breaker to allow participants to introduce themselves. 3. Suggest a few ground rules and ask participants to share others (e.g. respect each other's opinion, be on time, mobile on silent, etc.) and report them on a flipchart to be left on the wall throughout the training 4. Explain the course admin and logistical aspects and how participants will evaluate the course 5. Introduce a 'parking lot', i.e. the chat for the online course where to 'park' throughout the training issues that might arise that cannot be addressed. These could be noted by the facilitator or by the participants themselves and will be reviewed at the end of the training 		<p>Ppt slides: Session 0</p> <p>e-Room set-up: plenary; 4 breakout rooms for group work</p> <p>(variable, depending on no. of participants)</p> <p>links to editable Google worksheets for each group to use as a whiteboard for each assignment</p>

Time	Session title	Trainers' activities	Activities for trainees	Material
MODULE 1. BEING A TRAINER				
01:00–02-30	<p>Session 1: The training cycle</p> <p>LEARNING OBJECTIVES:</p> <ul style="list-style-type: none"> - Distinguish between good and bad training - explain the role of the trainer in the phases of the teaching cycle. - describe f2f, blended, online, synchronous/asynchronous training courses 	<p>The trainer will illustrate the training cycle by:</p> <ol style="list-style-type: none"> 1. First, reflect with trainees on the attributes of the ideal trainer. S/he will ask the class to reflect on experiences of good and bad training received and to work in groups in portraying a good trainer by identifying attributes s/he should possess; 2. Defining the different typologies of training: f2f, blended, online, flipped classroom. In groups, the trainees will work on a definition of the various typologies of training courses, also highlighting + and – aspects. The trainer will then give a short overview of the main traits of that typology of learning activities. 3. Introducing the training cycle and the role of the trainer within each of the phases. The training cycle will be the filrouge around which this course is being substantially organised, and for each phase, the role of the trainer will also be highlighted as it relates to possible differences in terms of different typologies of courses (in the presence/online) 	<p><u>Group work 1:</u> The ideal trainer: In separate breakout rooms, participants will discuss together and brainstorm what it means to be a “professional trainer”. They will have a Google worksheet to work on, which will then be used as a whiteboard to write down their notes and present their work once they return to the plenary room.</p> <p><u>Group work 2:</u> The assignment is to define face-to-face training, online training, and blended training, as well as the main characteristics and pros/cons.</p> <p>Group work 3: for each phase of the training cycle, trainees will identify the role of the trainer and report back to the plenary.</p>	<p>Ppt slides: Session 1</p> <p>e-Room set-up: plenary; 4 breakout rooms for group work (variable, depending on no. of participants)</p> <p>links to editable Google worksheets for each group to use as a whiteboard for each assignment</p>

<i>Time</i>	<i>Session title</i>	<i>Trainers' activities</i>	<i>Activities for trainees</i>	<i>Material</i>
		<p>Methodology: presentation, group work and guided discussion</p> <p><u>Key messages:</u> attributes of a good trainer; the phases of the training cycle; the role of the trainer in each of the phases</p>		
02:30– 04.00	Session 2: Principles of adult learning			Ppt slides: Session 2
04:00– 05:00	Session 3: Assessing (training) needs	The trainer illustrates the first phase of the training cycle: the analysis. Before development and implementation, you must identify the specific needs your training will address. Assessment and analysis are 2	<p><u>Group work 1:</u> Analysing the target audience.</p> <p>When dealing with this aspect, trainees will be asked to</p>	<p>Ppt slides: Session 3</p> <p>e-Room set-up: plenary;</p>

Time	Session title	Trainers' activities	Activities for trainees	Material
		<p>key steps one doesn't have to skip: 1. They allow you to determine whether training correctly responds to the audience's needs, and 2. If yes, it will clearly indicate what the training should focus on (analysis and assessment will help define the learning objectives).</p> <p>The session will be articulated by answering the following questions both as to what relates to assessing the needs (slides 42-48) and to analysing the target audience and its environment (slides 49-55):</p> <ol style="list-style-type: none"> 1. What 2. Why 3. When 4. How <p>At the end of the session, a checklist will be given as a memory trigger to recall how to systematise info gathered per the target audience analysis (AUDIENCE).</p> <p><u>Key messages:</u> 3W1H of the TNA; AUDIENCE.</p>	<p>discuss in small groups what information they would need to collect on the target audience.</p> <p>As a takeaway from this session and as an individual task to be fulfilled, trainees will also be asked to work on a 'persona template' using Mural, Miro or other digital tools.</p> <p>A persona is a fictional character built that models actual users. It's not a real person; however, it's built on common characteristics that your learners share. Personas are constructed to represent large portions of your user base — in this case, your learners. Who are they? What do they like? What motivates them? What frustrates them?</p>	<p>4 breakout rooms for group work (variable, depending on no. of participants)</p> <p>links to editable Google worksheets for each group to use as a whiteboard for each assignment</p> <p>persona template (persona-core-poster_creative-companion1.pdf)</p>

<i>Time</i>	<i>Session title</i>	<i>Trainers' activities</i>	<i>Activities for trainees</i>	<i>Material</i>
			Do they use technology? What are their learning goals? Why are they using your system? Personas can answer all of these questions and more, helping you to make decisions about what kind of training to build, what content to cover, and what format to use.	
05:00 – 06:30	Session 4 a: Planning and designing a Training Course: an introduction			Ppt slides: Session 4
06:30– 08.00	Session 4 b: Planning & designing an online training course: what's different?	In this session, the trainer navigates the class into aspects to consider when designing an online course by highlighting similarities and differences in 'going online'. The session starts with a question to the class to be discussed in groups as it relates to challenges for a trainer to go online (slide 62) After identifying possible difficulties and challenges, the trainer will highlight similarities and differences in an online course's design and planning phase vis-à-vis a f2f one. (slides 64-71)	<u>Group work 1:</u> Online training...is it more difficult than F2F training? Discuss for 10 minutes to identify possible challenges for a trainer in 'going online'.	Ppt slides: Session 4b e-Room set-up: plenary; 4 breakout rooms for group work (variable, depending on no. of participants)

<i>Time</i>	<i>Session title</i>	<i>Trainers' activities</i>	<i>Activities for trainees</i>	<i>Material</i>
		<p>Suggested rules for creating an online course are discussed, and some templates and canvas for facilitating such planning and design phases are explained. Also, a checklist of questions to ask oneself when designing an online course is discussed. (slides 72-79)</p> <p><u>Key messages:</u> the design of an online course needs to take into account the different learning environments and the interaction between trainees and the trainer, which is not automatic; following the content is more demanding, and maintaining the course flow is more challenging. The online course format influences planning & design—examples of useful tools for creating an online asynchronous course.</p>	<p><u>Individual work:</u> Prepare your virtual classroom storyboard</p> <p>By using the template provided, participants will start designing their online module, by thoroughly thinking and filling in the template in all its parts (ref. slides 76-79)</p>	Virtual classroom storyboard template
08.00–08:15	Wrap-up and Closing Day 1			
DAY 2				
00.00–00.30	Re-cap from Day 1			
00:30–03:00	Session 5: Techniques to use in a training session			Ppt slides: Session 5

<i>Time</i>	<i>Session title</i>	<i>Trainers' activities</i>	<i>Activities for trainees</i>	<i>Material</i>
03:00– 04:00	Session 6: Creating an effective learning environment	<p>In this session, the trainer explores the class aspects of managing the training environment. In particular:</p> <ol style="list-style-type: none"> 1. Different elements needed in the training environment (both physical and virtual) 2. How to set up the training room (both physical and virtual space) <p>As per the first aspect, the class is asked to identify in a plenary brainstorming what are the elements that might influence the class climate. A list is drawn, and techniques to mitigate such challenges are discussed.</p> <p>Also, human and technical elements that might disrupt the online classroom environment are identified, and 'coping' strategies are explored.</p> <p>A key aspect related to the establishment of a training environment conducive to learning is the room setting. Different layouts are explored, and the pros and cons are highlighted. How to arrange the virtual space is also discussed.</p> <p><u>Key messages:</u> Trainers have a key role in preventing, reducing, and managing negative tension in the classroom—Maximise imperfect training spaces (from the physical to the cyberspace) in a training session.</p>		<p>Ppt slides: Session 6</p> <p>Technical implementation checklist</p>
04:00– 05:30	Session 6: Practicalities in the training room			

<i>Time</i>	<i>Session title</i>	<i>Trainers' activities</i>	<i>Activities for trainees</i>	<i>Material</i>
05:30 – 07:30	Training activity	Preparation of a lesson plan for an online training session and presentation		
DAY 3				
00.00 – 00.30	Re-cap from Day 2 Key takeaways			
00:30– 04:30	Delivering training sessions - Practice exercise			
04:30– 05.30	Session 7: Assessing learning & evaluating a training event			Ppt slides: Session 7
05.30– 06:30	Course closure			

COMPILATION OF USEFUL REFERENCE MATERIALS AND TOOLS

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Teaching and Learning Theories

Experiential learning		
Resource	What's in	Link
David A. Kolb. On experiential learning, Smith, M. K.	Provides a brief overview of the complete field of experiential learning, Kolb learning styles and a summary of critiques on Kolbs' model	http://www.infed.org/b-explrn.htm
Kolb learning styles	A brief explanation of Kolb learning theory and styles, including one of Honey and Mumford	www.businessballs.com/kolblearningstyles.htm
Intentional Learning: A process for learning to learn in the Accounting Curriculum. Chapter 3.3 Learning Styles.	Overview of different models of learning styles making linkages to personality types such as Myers Briggs Type Indicator (MBTI).	http://aaahq.org/aecc/intent/3_3.htm
Experiential Learning Online: A 'How-To' Handbook	An insight into how online learning or eLearning can support experiential learning with reference to David Kolb's experiential learning theory cycle.	https://elearningindustry.com/experiential-learning-online-how-to-handbook
Social Learning for E-learning	What is social learning theory? What are the benefits of social learning for eLearning, and what are tips for applying social learning strategies?	https://www.digitallearninginstitute.com/blog/what-is-social-learning-theory-strategies-and-examples
Andragogy: principles of learner-centred education		

<p>Smith, M. K. (2002.) ‘Malcolm Knowles, informal adult education, self-direction and andragogy’, the Encyclopaedia of Informal Education</p>		<p>http://www.infed.org/thinkers/et-knowl.htm</p>
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Techniques to Use in a Training Session

Resource	What's in	Link
<p>Facilitating training and meetings</p>	<p>Facilitation is about making meetings as easy and effective as possible. This guide offers tips, techniques and concepts to help you create positive and successful meetings</p>	<p>https://www.seedsforchange.org.uk/facilitationmeeting</p> <p>https://www.seedsforchange.org.uk/resources</p>
<p>Facilitation Tools for Meetings and Workshops</p>	<p>A compilation of tools and techniques we find useful when working in groups and facilitating meetings or workshops.</p>	<p>https://www.seedsforchange.org.uk/tools</p>
<p>A Short Guide to Group Agreements for workshops and meetings</p>	<p>Group agreements are a useful tool for getting your event off to the right start and keeping it on track. They help a group to come to an agreement on how it will work together</p>	<p>https://www.seedsforchange.org.uk/groupagree</p>

	respectfully and effectively.	
Methods of delivering learning interventions	Outlines different learning methods and what to consider when choosing between them	https://www.cipd.ie/news-resources/practical-guidance/factsheets/digital-learning#gref
UNICEF, KNOWLEDGE EXCHANGE TOOLBOX - Group methods for sharing, discovery and co-creation	This Toolbox was conceived as a resource for UNICEF staff and partners to support a range of essential knowledge exchange activities in the development of children. The flexibility, relevance and accessibility of the tools have inspired us to share them publicly in order to maximise its impact and potential benefit	https://sites.unicef.org/knowledge-exchange/index_82053.html The full UNICEF Knowledge Exchange Toolbox (PDF) in two volumes can be downloaded.

Managing the Training Environment and Effective Communication

Resource	What's in	Link
A Short Guide to Active Listening	Active listening is a useful skill for all sorts of situations - whether you're taking part in meetings and workshops or dealing with conflict. By actively listening, we can come to understand how the speaker feels about a subject or situation - this briefing explains how we can hear people through	https://www.seedsforchange.org.uk/activelisting

	their words and tune into their underlying emotions, concerns and tensions.	
Facilitating Virtual Meetings	Meetings can be quite challenging – and if you're not all in the same place they can be harder still. A guide with tips and advice on facilitating meetings over the phone, net and by morse code.	https://www.seedsforchange.org.uk/virtualmtg
UNICEF Knowledge exchange, Online Tools for Face-To-Face Meetings / Empowering participation using technology	Online tools for use during face-to-face meetings	https://sites.unicef.org/knowledge-exchange/files/12._Online_Tools_for_Face-to-Face_Meetings.pdf

Evaluating a Training Event

Resource	What's in	Link
UNICEF Knowledge Exchange, Real-Time Evaluation Tools for Meetings & Workshops	Compilation of real time evaluation tools to evaluate an on-going meeting for participant learning, level of engagement, general impression	https://sites.unicef.org/knowledge-exchange/files/Real_Time_Meeting_Evaluation_production.pdf

	s and group dynamics	
OHCHR, Evaluating Human Rights Training Activities: A Handbook for Human Rights Educators	This Handbook offers human rights educators a practical guide for designing, developing and implementing an internal educational evaluation process for their human rights training activities with adult learners while situating these activities within the broader context of HRE programmes and other human rights work	https://www.ohchr.org/Documents/Publications/EvaluationHandbookPT18.pdf
UNDP/Gvt of Japan, Manual on Training	A manual prepared within the Project on Improvement of Local Administration	https://www.jica.go.jp/project/cambodia/0601331/pdf/english/5_TrainingEvaluation.pdf

Evaluation	ion in Cambodia. Contains useful tools and info on training evaluation.	
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Training Manuals: From Planning to Evaluation

Resource	What's in	Link
OHCHR, From planning to impact: a Manual on human rights training methodology	This <i>Manual</i> presents the OHCHR methodology and provides practical guidance on all phases of the human rights training cycle: planning, designing, organizing and delivering training, and conducting follow-up activities. It aims primarily to professionalize and maximize the impact of the human rights training work carried out by OHCHR, and may prove useful to other relevant actors as well.	https://www.ohchr.org/Documents/Publications/training6en.pdf

<p>ENTRi Training Trainers Package of</p>	<p>This training package has been developed to provide a sustainable and free resource to trainers and subject matter experts worldwide. By passing on the lessons that the ENTRi consortium partners have collected on their own and through their peers over many years of conducting training, we hope to extend the impact and knowledge to future projects and generations. By sharing effective training techniques, tested methodologies, critical learning objectives, sample session plans and templates, amongst others, we aim at saving you precious time and resources.</p>	<p>https://esdc.europa.eu/training_material/training-material-provided-by-entri-new/</p>
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<p>FITech Network The Design Book for Online Learning - Practical Tools for Designing High-quality Online Learning</p>	<p>This guide, including the toolkit presented in it, focus on the design of online courses.</p>	<p>https://fitech.io/app/uploads/2019/09/The-Design-Book-for-Online-Learning-v-1.4.1-EN-web.pdf</p>
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Digital Learning Tools - a Basic List

Resource	What's for	Link
<p>Adobe Premiere Pro</p>	<p>Adobe Premiere Pro is a timeline-based and non-linear video editing software application (NLE) developed by Adobe Inc. and published as part of the Adobe Creative Cloud licensing program.</p>	<p>https://www.adobe.com/se/products/premiere.html</p>
<p>Aha-slides</p>	<p>Similar, to mentimeter, slido and kahoot, ahaslides is a nice way to creat interactive elements and presentations that can be especially useful during sychronous online sessions.</p>	<p>https://ahaslides.com/</p>
<p>Alitu</p>	<p>Record, edit, and publish podcasts.</p>	<p>https://alitu.com/</p>
<p>Anchor</p>	<p>Record, edit, and distribute podcasts.</p>	<p>https://www.anchor.fm/</p>
<p>Around</p>	<p>Discover radically unique video calls designed to help hybrid-remote teams create, collaborate and celebrate together.</p>	<p>https://www.around.co/</p>
<p>Articulate 360 (Rise 360,</p>	<p>Articulate 360 is a holistic suite of interconnected apps for all your e-learning needs—from authoring (Storyline, Studio, Rise 360, Replay, and Peek 360) to sourcing assets</p>	<p>https://articulate.com/360</p>

Review 360, Storyline)	(Content Library 360) to collaborating (Review 360) to training (Articulate 360 Training).	
Audacity	Free open source cross platform audio software.	https://www.audacityteam.org
Big Blue Button	Open source Virtual Classroom Software	https://bigbluebutton.org/
blink.it	If you are interested in a learning management systems (LMS) that isn't bloated with functions and easy to use for both participants and trainers, we have made very good experiences with blink.it . It allows you to create digital learning content and even entire courses in relatively intuitive way. We mostly use it to accompany our courses at ZIF (online and offline):	https://www.blink.it/en/
Bluejeans	BlueJeans provides interoperable cloud-based video conferencing services. Easily and securely hold live online meetings, webinars, and video calls.	https://www.bluejeans.com/
Butter	Butter's agenda planner, delightful interactions, and integrated collaboration tools let you run super-engaging workshops, trainings, and meetings—without juggling a million tools.	https://www.butter.us/
Camo	Use your phone to power your video. Access the incredible cameras on your phone with Camo and get powerful effects and adjustments for Zoom, Meet, and more.	https://reincubate.com/camo/
Camtasia	Screenrecording and edit videos with templates for easy usage.	https://www.techsmith.com/video-editor.html
Canva	Canva is an online design and publishing tool with a mission to empower everyone in the world to design anything and publish anywhere.	www.canva.com
Canvas (Instructure)	Through software, content, professional development, open integrations, and an amazing user community, The Instructure	https://www.instructure.com

	Learning Platform makes edtech more personal and student success more equitable.	
Canva Collection	Visual canvas templates for various purposes.	http://masterfacilitator.com/canvas-collection/
Check in Daresay	Generate different check-in questions to start meetings or provide a break.	https://checkin.daresay.io/
Cleanfeed	The online studio for live audio and recording, in your browser.	https://cleanfeed.net/
Clipchamp	Use Clipchamp's free video editor to create beautiful videos	https://clipchamp.com/en/
Davinci Resolve	Free video editing software with professional level functionalities. There is a paid version as well that unlocks some great features but this is not needed for the majority of use-cases. The company behind the program is called Black Magic and they produce a lot of great equipment. Here is a youtube tutorial you might find useful: https://www.youtube.com/watch?time_continue=1&v=aLIHKHkvKMM&feature=emb_title	https://www.blackmagicdesign.com/products/davinciresolve/studio
Descript	Record, transcribe, edit, mix, collaborate, and master your audio and video with Descript.	https://www.descript.com
Design Kit	Design Kit is IDEO.org's platform to learn human-centered design, a creative approach to solving the world's most difficult problems.	https://www.designkit.org
Discord	Discord is the easiest way to talk over voice, video, and text. Talk, chat, hang out, and stay close with your friends and communities.	https://discord.com
Dropbox	Cloud storage	www.dropbox.com
Eduflow	An easier, more powerful platform to manage social learning at scale · Create engaging courses in minutes, not months.	https://www.edufLOW.com

Facebook	Facebook has a lot of different features that are usable for communication such as Communities, Pages, Groups, etc.	https://www.facebook.com
Filmora	Wondershare Filmora is a simple video editor that empowers you to edit video and audio on Windows and Mac.	https://filmora.wondershare.com/
Gather Town	Gather Town is an interactive virtual space that simulates real-life, in-person interactions. With an 8-bit pixelized video game aesthetic and familiar online video and chat features, Gather Town allows users to move through online spaces using their arrow keys for keyboard controls.	https://www.gather.town/
Google Classroom	You can use Classroom in your school to streamline assignments, boost collaboration, and foster communication. Classroom is available on the web or by mobile app. You can use Classroom with many tools that you already use, such as Gmail, Google Docs, and Google Calendar.	https://edu.google.com/intl/ALL_se/workspace-for-education/classroom/
Google Drive	You can store your files securely and open or edit them from any device using Google Drive.	https://www.google.com/drive/
Google Jamboard	Use Google Jamboard for a collaborative digital whiteboard app.	https://jamboard.google.com
Google Sites	Build internal project hubs, team sites, public-facing websites, and more—all without designer, programmer, or IT help.	https://sites.google.com
Google Workspace	Similar to G Suite, all Google Workspace plans provide a custom email for your business and include collaboration tools like Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, Sites, and more.	https://workspace.google.com/
Grammarly	Grammarly helps you write mistake-free in Gmail, Facebook, Twitter, LinkedIn, and any other app you use. Even in text messages! Write Better in Seconds.	https://www.grammarly.com/

Hopin	Hopin is an online events platform where you can create engaging virtual events that connect people around the globe.	https://www.hopin.com/
Jitsi	Jitsi is a collection of free and open-source multiplatform voice (VoIP), video conferencing and instant messaging applications for the web platform, Windows, Linux, macOS, iOS and Android.	https://meet.jit.si
JotForm	Jotform is a powerful online application that allows anyone to quickly create custom online forms. Its intuitive drag-and-drop user interface makes form building incredibly simple, and doesn't require you to write a single line of code.	https://www.jotform.com/
Jumpshare	Jumpshare combines file sharing, screenshot capture, and video recording - all in one platform	https://jumpshare.com/
Kahoot	Kahoot is an online game based learning platform. It allows teachers, organizations and parents to set up fun web based learning for others. This could include your coaches, athletes or parents.	https://kahoot.it
LAMAPoll	Surveys, especially in regards to evaluation are necessary, apart from the well known like surveymonkey, LAMApoll is especially interesting because even with the free version you have more options in tailoring surveys to your needs.	https://www.lamapoll.de/blog/tag/lamapoll-english-version/
Loom	Loom is a video messaging tool that helps you get your message across through instantly shareable videos. With Loom, you can record your camera, microphone, and desktop simultaneously. Your video is then instantly available to share through Loom's patented technology.	https://www.loom.com
Mentimeter	With Mentimeter you can engage the participants with e.g. live polling, word clouds, quizzes etc. and create opportunities for social learning and interaction.	https://www.mentimeter.com

Metho dKit	Physical cards to help you to discuss and develop everything from projects to cities in workshops and meetings.	https://methodkit.com
Mibo	Mibo is a gamified tool to have virtual social gatherings, as opposed to more traditional VTC software like Zoom or Webex. It assigns Avatars to participants and allows them to navigate a virtual space and interact with each other, minecraft style. Particularly useful for icebreakers or social bonding.	https://getmibo.com/
Micro soft Teams	Make video and voice calls with screen sharing, breakout rooms, chat, recording, and other features.	https://www.microsoft.com
Milano te	Milanote is an easy-to-use tool to organize your ideas and projects into visual boards. Add notes, images, links and files, organize them visually and share	https://milanote.com
Miro	Collaborate online with this digital whiteboard. Collaborative whiteboarding tool which is highly useful for analytical or creative processes. Allows for a board owner to have practically unlimited guests simultaneously on his or her own pre-populated board, and allows for monitoring of said processes in real-time. And, important to mention, team subscription of up to 100 member entirely free of charge or adds for any educational institution. How they make a profit I'm not sure, but one of our most frequently used didactic digital tools, I highly recommend it.	https://www.miro.com/
mmh mm	mmhmm is a presentation app that takes your webcam feed and layers it on top of presentation slides. You control the look and feel of the screen.	https://www.mmhmm.app/
Moodl e	Moodle is a platform for online learning that enables you to create online courses, add assignments, and keep an eye on your students' progress. It also allows you to communicate with the students and encourage communication between them in forums and discussions.	https://moodle.org

Mozilla Hubs	Hubs is a VR chatroom designed for every headset and browser, but it is also an open source project that explores how communication in mixed reality can come to life. Step inside one of our virtual rooms or build one from the ground up. With Hubs, you can create a room with a single click.	https://hubs.mozilla.com
Mural	Mural enables innovative teams to think and collaborate visually to solve problems. Combine different ideas and disciplines with your team to create something great.	https://www.mural.co
Nextcloud	Nextcloud offers a modern, on-premises content collaboration platform with real-time document editing, video chat & groupware on mobile, desktop and web. Open source version of dropbox and microsoft teams and google drive. the free Nextcloud clients for Android, iOS and desktop systems allow you to sync and share files, in a fully secure way through an encrypted connection. The mobile clients feature automatic upload of pictures and videos you take and can synchronize select files and folders.	https://nextcloud.com/
Notion	Notion is a single space where you can think, write, and plan. Capture thoughts, manage projects, or even run an entire company — and do it exactly the way you want.	https://www.notion.so/
Noun Project	The Noun Project is a website that aggregates and catalogs symbols that are created and uploaded by graphic designers around the world.	https://thenounproject.com
NovoEd	A social and collaborative learning platform built to delight learners and deliver transformational results. Create and deliver streamlined, cohesive learning experiences. Build the corporate academies your organization needs to innovate and grow by learning together and from each other.	https://www.novoed.com
OBS	OBS (Open Broadcaster Software) is free and open source software for video recording and	https://obsproject.com/

	live streaming. Stream to Twitch, YouTube and many other providers.	
Otter	Otter turns your voice conversations into smart notes that you can easily search and share. You can use it to take notes at your meetings and interviews, capture your thoughts and ideas while you're driving in the car, and transcribe your existing recordings and podcasts.	https://otter.ai/
Padlet	Padlet is an extremely easy-to-use tool that allows learners to collaborate online by posting text, images, links, documents, videos and voice recordings.	https://padlet.com/
Pexels	Pexels is a free stock photo and video website and app that helps designers, bloggers, and everyone who is looking for visuals to find great photos and videos	https://www.pexels.com/
Pigeonhole	Pigeonhole Live is an audience interaction tool that uses live Q&As, polls, chat, reactions, and surveys to enable meaningful conversations.	https://pigeonholelive.com
Podbean	Podbean Podcast App is an easy to use podcast player for podcast fans, offering a super clean layout and easy to navigate interface. With millions of popular podcasts to choose from, you can stream or download your favorite podcasts anywhere, anytime for free.	https://www.podbean.com/
Podia	Podia is one of the most versatile internet marketing platforms in existence. You can use it as a digital storefront for online courses, digital downloads, paid webinars, membership sites, and even coaching sessions.	https://www.podia.com/
Powtoon	Powtoon is an eTool that creates animated videos for personal, educational, or business/professional use. It is a free, web-based (with options to upgrade), user-friendly software that creates presentations via three simple and easy steps: writing a script, recording a voiceover, and adding visuals.	https://www.powtoon.com/

Project Brief Toolkit	Templates for creating project briefs for website development, mobile applications, design, and general creative work.	https://project-brief.casual.pm
Remo	Remo is a cloud-based conferencing platform designed to help businesses create a virtual workspace for remote and distributed teams and organize video calls. Features include team collaboration, whiteboarding, email reminders, screen sharing, registration management and customizable branding.	https://remo.co
Rev	Rev provides a free online editor that makes it easy to listen to the file and type at the same time.	https://www.rev.com/
Riverside.fm	Riverside.fm makes it easy to record remote podcasts and video interviews that look and sound like they were recorded in a million dollar studio.	https://riverside.fm/homepage
Run the World	Run The World is an online event platform designed for organizers, attendees, speakers, and sponsors worldwide. Unlike one-way webinars or traditional video conferencing, enable attendee conversations and provide engaging community-building experiences.	https://www.runtheworld.today
SessionLab	SessionLab helps facilitation make the workshop design and delivery process more efficient, effective and enjoyable. It offers a modern, powerful and best in class collaborative session planner and the most comprehensive library of facilitation knowledge.	https://www.sessionlab.com/
Shindig	Shindig powers video chat events, classes, and communities with up to 1000 participants.	https://shindig.com
Slack	Slack is a messaging app for business that connects people to the information they need.	https://slack.com
Slido	Slido (pronounced Sly-doe) is the industry-leading audience interaction platform. It helps users to get the most out of meetings and events by crowdsourcing top questions and engaging participants with live polls and quizzes.	https://www.sli.do/

SurveyMonkey	Easily create surveys, quizzes, and polls for any audience. Gather feedback via weblink, email, mobile chat, social media, and more. Automatically analyze your results and get powerful analysis features. Export your results or integrate your data with your favorite apps.	www.surveymonkey.com
Thinkific	Thinkific is a technology company with a platform that allows people and businesses to create online products (courses and communities) from their existing knowledge, and then deliver or sell those products to their audience from their website, under their own brand!	https://www.thinkific.com/
Toasty	Toasty is a video conferencing platform for you to run highly interactive and engaging team meetings. video meetings focused around engagement, workshops, and interaction.	https://toasty.ai
Toolbox	This toolbox contains over 50 templates from the fields of design thinking, strategy, agile, lean startup, and growth hacking.	https://www.toolboxtoolbox.com
Tricider	Tricider is a website that offers a free brainstorming and voting platform to help people make decisions. Billed as a "social voting tool," the site is geared toward business teams, classes, or anyone looking to gauge a group's response to an idea.	https://www.tricider.com
Tscheck.in	Let the check in (and out) generator decide which question to ask your participants.	https://tscheck.in/
Unhangout	Unhangout is an open source platform for running large-scale, participant-driven events online. Each event has a landing page, which we call the lobby. When participants arrive, they can see who else is there and chat with each other.	https://unhangout.media.mit.edu
Unsplash	Unsplash is a website dedicated to proprietary stock photography.	https://unsplash.com/
Vimeo	Vimeo is a video-sharing website that allows members to view, upload and share videos. Members can choose between Vimeo's free	www.vimeo.com

	service and a number of paid services aimed at helping organizations control how their videos appear on the Internet.	
Visme	Visme is an online platform with a mission to allow anyone to easily visualize their ideas into engaging presentations, infographics, animations, and product demonstrations.	www.visme.co
Wave Pad	WavePad is an on-premise audio editing software that assists music composers with editing music and audio files using Mac, Windows, Android and iOS devices. The platform enables users to create music files in a variety of formats like MP3, AMR, FLAC, MIDI, WAV, GSM, AAC, M4A, OGG and more.	https://www.nch.com.au/wavepad/index.html
Webex	WebEx is a multi-functional desktop Video/Audio Conference call application. It allows you to meet with anyone, anywhere, in real time from your office or home, as long as you have Internet access on your computer or have the WebEx mobile app installed for your iPhone, iPad, Android, or Blackberry.	https://www.webex.com/
WhatsApp	WhatsApp is a free, multiplatform messaging app that lets you make video and voice calls, send text messages, and more.	https://www.whatsapp.com
Wonder	A virtual workspace for remote teams to work side-by-side, connect and collaborate.	https://wonder.me/
WordPress	WordPress is a content management system (CMS) that allows you to host and build websites. WordPress contains plugin architecture and a template system, so you can customize any website to fit your business, blog, portfolio, or online store.	https://wordpress.com/
YouTube	YouTube is a free video sharing website that makes it easy to watch online videos. You can even create and upload your own videos to share with others.	www.youtube.com
Zencastr	Zencastr is the ultimate all-in-one podcasting platform. We've bundled all your podcasting needs — record, edit, distribute and monetize all	https://zencastr.com/

	from the same place. It's never been easier to podcast.	
Zoom	Zoom is a communications platform that allows users to connect with video, audio, phone, and chat.	https://zoom.us