Overview

The iFTI has gathered a wide range of best practices and professional development resources pertaining to distance education and learning delivery methods to continue educating the members while working at a distance. There are numerous document and Web resources to help you discover new online technologies and improve your teaching skills with articles and information on best practices from various experts in the field. These resources provide a self-study guide to help you learn new methods for instructional delivery and collaboration in order to maintain the learning and education of your apprentices during this unprecedented time. Directors of Training, Coordinators, and Instructors can use these resources to find new way to connect with members while working remotely. Documentation includes instructions for using Zoom and may highlight other online collaboration tools for video conferencing, teleconferencing, and live chatting. These are just a few of the resources that are available to get you started.
The iFTI is pleased to share these resources, documentation and online course links to assist you continuing important training and professional development to IUPAT members at a distance.

## Using Distance and Online Learning

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>8 Ways to Deliver Your Next Online or Offline Training Course</strong> (Article)</td>
<td>There are many different ways of delivering training and transmitting your expertise to your learners. As a Trainer, online instructor, course creator, or a curriculum developer, it is important that you have a basic idea of what the most common methods are so that you are choosing the right ones for your courses.</td>
<td>Published by Sarah Cordiner, Educational Expert, Trainer, Speaker, Author <a href="https://sarahcordiner.com/">https://sarahcordiner.com/</a></td>
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<td><strong>What is “Online Learning” and How to do it Quickly and Easily During the Covid-19 Pandemic</strong> (Article)</td>
<td>This article outlines some general guidelines for transitioning your instructor-led training (ILT) online, give you a better idea of what online training is, and also link you to some additional articles we’ve created that will help you develop the different types of online learning we’ll explain in this article.</td>
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<td><strong>What do you do when you suddenly must teach online?</strong> (Article)</td>
<td>Nick Carbone has been talking to college faculty, instructional designers, and colleagues in centers for teaching and learning about how to help faculty who have not taught online adjust to the sudden need to teach online right now. This is a distillation of what he found most useful.</td>
<td>Published on March 13, 2020 by Nick Carbone on LinkedIn</td>
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<td><strong>Guide to Teaching Online Courses</strong> (Document, 32 pages)</td>
<td>Barbara Stein, NEA’s manager of 21st Century Initiatives, said, &quot;This document demonstrates that fully involved teachers are the linchpin of quality online education, and provides detailed information on the support and preparation teachers need, and the role they play.&quot;</td>
<td>Collaborative authoring by the International Society for Technology in Education (ISTE) / National Education Association / North American Council for Online Learning / National Commission for Teaching and America’s Future / Virtual High School, Inc. (<a href="http://www.nea.org">www.nea.org</a>)</td>
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<td><strong>iFTI LMS Webinar – Part 1 - LMS Introduction</strong> (Webinar Recording)</td>
<td>(YouTube – International Finishing Trades Institute – March 18, 2020)</td>
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<tr>
<td><strong>iFTI LMS Webinar – Part 2 - Admin Features</strong> (Webinar Recording)</td>
<td>(YouTube – International Finishing Trades Institute – March 19, 2020)</td>
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Working Remotely

How to Transition Your Team to Remote Work (A Webinar recording)
Articulate community presents a 1-hour webinar on the “new reality” of remote work. The webinar talk about how to create a successful remote team; tracking output; setting and tracking milestones; conduct timely check-ins; communication best practices in a remote environment, and other tips and tricks to be successful when work remotely.
Articulate / Rise March 26, 2020 via Zoom

How to Transition Teams to Remote Work – An Interactive Guide (interactive resource guide)
Resources for remote teams including Video Conferencing Apps, Team Chat Apps, Project Management Apps, and other Apps.
www.rise.com

6 Things You Need to Know to Spin Up a Remote Workforce Quickly (Article)
Most companies are not set up to support remote work, and it’s not as easy as dispensing laptops. The president of one of the first and largest fully remote companies in the U.S. shares her ideas on planning and building a productive (and happy) remote workforce. Here’s what you need to know about setting up your employees for success. The good news is, it doesn’t take long.
Written and Published by Lucy Suros, President of Articulate and Rise

Transitioning to Remote Work (eLearning course link)
Online course Making the Transition and What to Expect. Lesson topics include:
1. Making the Transition and What to Expect
2. Choose the Right Tools (messaging, meetings, information sharing)
3. Set up Security Measures (keeping data safe, types of cyber-attacks)
4. Establish Team Norms
5. Facilitate Effective Communications
6. Combat Conflict Due to Misunderstanding
7. Foster Trust and Accountability
8. Create a Sense of Community and Connection
10. Create a Schedule and Routine
11. Develop Self-Discipline
12. Communicate Clearly and Often
13. Practice Self-Care and Avoid Burnout
14. Making the Transition and What to Expect
15. Choose the Right Tools (messaging, meetings, information sharing)
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Distance Learning Resources

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33. Develop Self-Discipline
34. Communicate Clearly and Often
35. Practice Self-Care and Avoid Burnout
36. Do’s and Don’ts
37. summary

How Do You Know Your Remote Workers are Working?
Figuring out how to manage a remote team is at the forefront of many businesses and leaders who are wondering how they will know if people are really working. This article provides some simple steps to help your remote team be productive and happy and how you, the manager, will know they are working.

Written and Published by Lucy Suros, President of Articulate and Rise

Resources and Guides for Using ZOOM.US

ZOOM for Edu Webinar – Resources (Google Drive Documents)
Resources for Educators and Students including a guide to educating through ZOOM, Tips and Tricks, licensing, meetings, and supplemental documents.

Zoom Meetings Training Reference Guide (Document)
Meeting and Webinar Best Practices and Resources (scroll to bottom of the web page to download the PDF documents.)

Zoom Blog: How to Use Zoom for Online Learning (Blog posts)
This site has Blog posts and Zoom offerings and resources for educators (at this time, mostly school system related links in response to Covid-19 around the world.)
Tips for instructors: Check out this Twitter thread from USC Ph.D. student and online instructor Alana Kennedy on some of the most useful features and best practices for teaching over Zoom.
https://Blog.zoom.us
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<th><strong>The Value of Video Communications in Education</strong> (Document)</th>
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<td>Video communications in education offers: 1) access to increased educational resources, 2) flexibility for the learner, 3) valuable global interchange, and 4) equal opportunities for students and teachers regardless of location. The focus of eLearning is to assist with the integration of technology for online, hybrid, and classroom-based courses.</td>
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<tr>
<td><a href="https://zoom.us/docs">https://zoom.us/docs</a></td>
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<tr>
<td>Written by S. Ann Earon, Ph.D. President, Telemanagement Resources International Inc. (TRI)</td>
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| Zoom for Education – [https://zoom.us/education](https://zoom.us/education) |
| Zoom Accessibility – [https://zoom.us/accessibility](https://zoom.us/accessibility) |
| Download Center – [http://zoom.us/download](http://zoom.us/download) |