**Overview of the online activities for the**

**Faculty Education Program—City, Country Year**

**Test Module (Month DD–DD)**

* Read the User Guide
* Upload your picture to your profile
* Post the absences you might have in the "absences" forum
* Complete the self-assessment (emailed separately. **NOTE:** do not "opt out" or you will not receive the post course assessment)

**Week 1—Introduction (Month DD–DD)**

* Get to know the virtual learning space
* Introduce yourself in the introduction forum
* Complete the precourse self-assessment if reminder was sent

**Week 2—How people learn (Month DD–DD)**

* Read the booklet “How people learn”
* Complete the eModule “How people learn”
* Watch the video “Medieval helpdesk”
* Read the article “Motivation and facilitation”
* Participate in the forum discussion about "Motivation"

**Week 3—Giving a lecture (Month DD–DD)**

* Read the booklet “Giving a lecture”
* Complete the eModule “Giving a lecture”
* Prepare a clinical lecture for the face-to-face event (detailed instructions will be given later)
* Participate in the forum discussion on "Why do we need lectures?"

**Week 4—Facilitating small group discussions (Month DD–DD)**

* Read the booklet “Facilitating small group discussions”
* Complete the eModule “Facilitating small group discussions”
* Watch the video “Bad discussion group”
* Use the discussion group checklist to give feedback to faculty about the video
* Prepare a clinical case discussion for the face-to-face event (detailed instructions will be given later)

**Week 5—Running a practical exercise (Month DD–DD)**

* Read the booklet “Running a practical exercise”
* Complete the eModule “Running a practical exercise”
* Prepare for running a practical exercise for the face-to-face event, eg, chunk video, prepare material (detailed instructions will be given later)
* Read “Helping physicians learn and change their practice performance”
* Participate in the forum discussion on "Expectations for the live event"

**Week 6—Follow-up activities (Month DD–DD)**

* Complete the postcourse self-assessment sent separately (10 days post course deadline)
* Participate in the forum discussion on "What went well" and "Next time"