

JICA-Net Seminar

Guideline for Effective Distance Learning Seminar by Videoconferencing System

Date and Time: February 8, 2005
16:00-18:00 (Japan Time)

Places: To be confirmed

Language: English

Background and Learning Objective:

Distance learning and the conventional face-to-face type learning is basically the same. However, there are some different characteristic features in distance learning activities that need to be planned and implemented in order to make it effective.

This seminar will enable participants to understand how to plan and implement effective distance learning seminars from the viewpoint of planning and developing curriculum, moderating, proceedings, presentation materials, VC operation, and technical aspects, etc.

Participating Countries:

This course is delivered through the JICA-Net from Tokyo, Japan to Austria, Sri Lanka, Cambodia, Malaysia, East Timor and so on.

Target Participants:

Those who are engaged in distance learning seminars by videoconferencing system

- Beginner staff of Distance Learning Seminar
- Lecturers in Distance Learning Seminar
- Those who are interested in Distance Learning Seminar
- Etc.

Resource Group:

Dr. Barbara Phillip, Ph.D

President, Knowledge for Development, LLC, Washington D.C., USA

Dr. Barbara Phillip has been working as an independent consultant since 1997 and created a small company called Knowledge for Development, LLC in 2002 to provide consulting and training services to development organizations and individuals working in developing countries. Her areas of expertise are distance learning, information and communication technologies and knowledge networking for development.

Mr. Kunitoshi Saito, MBA

JICA-Net Producer, PADECO Co., Ltd.

Mr. Saito has worked in international cooperation focusing on human resource development or capacity building for more than 10 years. He has been involved in various types of international seminars and training. Recently, he has been active in supporting distance learning programs, such as Global Distance Learning Network (GD LN) of WBI, JICA-Net of JICA, and Distance Training by The Association for Overseas Technical Scholarship (AOTS).

Agenda:

- Part-1: Outline of JICA-Net by Mr. Kunitoshi Saito
 - 1) How to use JICA-Net?
 - 2) What is PADECO JICA-Net Producer?
 - 3) How to realize your idea?
- Part-2: Planning an Effective Videoconference prepared by Dr. Barbara Phillip and presented by Mr. Kunitoshi Saito
 - 1) Success factors
 - 2) Using standard guidelines & why guidelines are not enough
 - 3) Planning good content & good facilitation
 - 4) What could go wrong?
 - 5) Follow up
- Part-3: Tips for Effective VC Operations by Mr. Kunitoshi Saito
 - 1) Classroom setting
 - 2) Microphone setting
 - 3) Camera operation
 - 4) Trouble shooting
 - 5) Site facilitator
 - 6) Administration