

Adapting our Teachable Training Package to use Online



Like many of you we've been finding new ways to communicate and work together. Here at Kx, we want to equip every person with the tools for mission and discipleship in every-day life. This short guide will give you some tips for using our courses online with video conferencing software wherever meeting in person is not possible.

1. **DON'T PANIC.** We are here to help. It can be daunting starting something new whilst working out the right technology for your setting but if we can help, we will. You can contact our team directly from teachable or by emailing naomi@kairosconnexion.org
2. Decide which video conferencing software you want to use and practice using it with someone. Make sure that the system allows you to share your screen, mute other callers and use online chat.
3. Whichever video conferencing software you choose we would recommend having a second person in your group who can act as the co-host. This person can help participants who are struggling to access the call and provide you with additional support during the session if you need it.
4. Whilst technology is a great help, we've all had times when it hasn't gone to plan. Having an alternative way to contact members of your team is very helpful, so make sure that you have phone numbers or set up a group chat so that you can contact each other if people need additional help.
5. Videos - Once you've purchased any of our courses the videos that accompany the sessions can be downloaded. This means that you can share the videos directly from your computer instead of through the teachable website. In some instances, you may find it beneficial to share the videos with your team before you meet and then discuss the questions together. We would recommend this approach if you are aware that you have limited broadband width at your location.
6. Participant Guides - the courses have accompanying notes that can be downloaded (except Inside Out). Send these out to your team before the session so that they have the opportunity to print a copy if they want or upload it onto a second screen so that they can follow along whilst you are on screen together.
7. Inside Out - order the correct number of workbooks for your team before the course starts and make sure that each person has a copy.
8. Course Timing - all of our courses come with recommended timing, but you may find that discussions take a little longer online as some of the dynamics of natural conversation are absent. Give extra time for answering questions and discussions.
9. Set Up - Give yourself additional time to set up and test before your session. Having a dry run through with a friend will help you to manage any snags and anticipate any issues.
10. **HAVE FUN** - Meeting online can lack some of the normal interactions we have when we meet in person. Get creative and start with an icebreaker or a couple of trivia questions using the features of your video conferencing software. Not only will this add some fun to your session, but it will give people the opportunity to use the software with less pressure helping them to be more confident as you continue through the course.