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# TOOL BOX
## ONLINE TRAINING FACILITATION

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# Tools for Online Meetings

| Name | Link | Description |
|------|------|-------------|
| Zoom | zoom.us | A widely used platform for video conferencing and virtual meetings. |
| Google Meet | meet.google.com | A free and easy-to-use video conferencing tool integrated with Google Workspace. |
| Microsoft Teams | teams.microsoft.com | A communication platform with video conferencing, chat, and document collaboration features. |
| Slack | slack.com | A messaging app for teams, supporting integrations with various productivity tools. |
| WhatsApp | whatsapp.com | A quick messaging tool that can be used for updates and coordination. |
| BigBlueButton | bigbluebutton.org | An open-source virtual classroom software designed for online learning and webinars. |
| Webex | webex.com | A secure video conferencing and webinar platform with interactive features. |
| Jitsi Meet | jitsi.org | A free and open-source video conferencing platform with no account required. |
| Whereby | whereby.com | A browser-based video meeting platform requiring no downloads. |
| GoToMeeting | gotomeeting.com | A professional video conferencing tool with robust security and webinar capabilities. |
| ClickMeeting | clickmeeting.com | A webinar platform with interactive features, polls, and screen sharing. |
| Adobe Connect | adobe.com/connect | A high-end virtual meeting and webinar platform for interactive presentations. |

# Tools for Online Games & Ice Breakers

| Name | Link | Description |
|------|------|-------------|
| Kahoot! | kahoot.com | A game-based learning platform for quizzes and interactive sessions. |
| Typeform | typeform.com | A tool for creating interactive and engaging surveys and quizzes. |
| Mentimeter | mentimeter.com | A tool for creating live polls, quizzes, and interactive presentations. |
| Jamboard | edu.google.com/products/jamboard | A digital whiteboard for collaboration and brainstorming. |
| AhaSlides | ahaslides.com | A tool for interactive presentations and live audience engagement. |
| Skribbl.io | skribbl.io | An online drawing and guessing game for interactive icebreakers. |
| Miro | miro.com | An online whiteboard for team collaboration, brainstorming, and visual facilitation. |

# Icebreaking & Energizer Ideas

| Activity | Description |
|---|---|
| Two Truths and a Lie | Each participant shares two truths and one lie about themselves. Others guess the lie. |
| Virtual Scavenger Hunt | Participants find and show items from their surroundings based on prompts. |
| Emoji Storytelling | Participants describe their day or an experience using only emojis. |
| Quick Polls | Asking fun, interactive questions using Mentimeter or Kahoot!. |
| Draw & Guess | Using Jamboard or Whiteboard tools for a quick drawing challenge. |
| Zoom Background Challenge | Participants set a custom background based on a given theme. |
| Would You Rather? | Fun decision-making game to spark conversation. |
| Name That Tune | Playing short clips of songs for participants to guess. |

For more details about the activities and additional inspiration, please visit:
- SessionLab Icebreaker Library
- Mentimeter Ideas

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# Online Learning Management Platforms

| Name | Link | Description |
| --- | --- | --- |
| Thinkific | thinkific.com | A platform for creating and delivering online courses. |
| Claned | claned.com | A personalized e-learning platform suitable also for self-study courses.. |
| LearnWorlds | learnworlds.com | A platform supporting interactive and social learning. |
| TalentLMS | talentlms.com | A cloud-based LMS offering ready-made training courses. |
| Coursera | coursera.org | A learning platform partnering with top universities. |
| Moodle | moodle.org | An open-source LMS used by educators worldwide. |

# Tips for Online Facilitation (Handling Tech Issues)

| Issue | Solution |
|-------|----------|
| Poor Internet Connection | Have a backup device or mobile hotspot ready. Reduce video usage if needed. Having two trainers allows the other to continue if one has connection problems. |
| Audio Issues | Ensure mic permissions are enabled. Use a headset or an external microphone for better clarity. |
| Screen Sharing Issues | Check browser permissions. Restart the application if necessary. |
| Participants Not Engaged | Use polls, breakout rooms, and other interactive elements to boost participation. |
| Time Zone Conflicts | Use scheduling tools like World Time Buddy to find a suitable time. |
| Platform Crashes | Have an alternative platform ready (e.g., switch from Zoom to Google Meet). |
| Background Noise | Use noise-canceling software like Krisp and encourage muting when not speaking. |

# Additional Resources & Facilitation Organizations

| Name | Link | Description |
|------|------|-------------|
| Mischief Makers | mischiefmakers.co | A facilitation training organization. |
| SessionLab | sessionlab.com | A facilitation technique and workshop planning resource. |
| The Facilitation Hub | thefacilitationhub.com | A community and resource center for facilitators. |