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| * Course code |
| Course Title  Virtual Facilitator and Producer Manual |
| Version 1.01 |
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# About This Course

## Background and Intent

*List any background information about this course, along with the intended purpose and audience.*

## Learning Objectives

*List the courses learning objectives here.*

| **Session** | **Learning Objectives** |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Link to other courses

*If this virtual course is an adapted version of a classroom course or if another product or course on this same topic is recommended to participants, this information can be included here.*

This is a standard section. You can add text here followed by the learning objectives table. Be sure to introduce the table.

## Course schedule

*The duration of the session, and frequency in the case of a multi-session course, should be described here.*

| **Session** | **Title** | **Duration** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Technical requirements

*Any required technical information should be made available to participants here.*

# Module Title

## Session plan

|  |  |  |  |
| --- | --- | --- | --- |
| Slides | Facilitator notes | Producer notes | Start time |
| 1. **Title**   *Slide image* | * *Add facilitation notes here* | * *Add technical and logistical support information here* | 0:00  *This column indicates slide start time, not duration.* |
| 1. **Introductions** |  |  |  |
| 1. **Ground rules** |  |  |  |
|  |  |  |  |

# Supplementary information

*Add any references, additional resources and annexes needed in this section.*