

IN PERSON WORKSHOP TO ONLINE COURSE

Worksheet for : http://greatonlineteaching.com/workshop_to_online/

#1 GET SPECIFIC

Example: Introduction to Ayurveda • Too broad for 4 to 6 short lessons; no niche audience

Change topic to: Build Your Immune System with Yoga and Ayurveda - 4 to 6 short lessons; niche audience is people who practice yoga and have immune system problems, perhaps by focusing your marketing on fighting the common cold in the winter months.

Workshop Topic:

Fits 4 to 6 Lessons

yes

No

Niche audience

#2 FREQUENTLY ASKED QUESTIONS

Example: In-person workshop: Restorative Yoga for Stress Release

FAQ: How can I practice these poses at home without all the equipment you have at the yoga studio?

Content to include in the online course: Add a full lesson on how to use household items for restorative yoga props. Show why regular pillows are not good props, how to fold towels and blankets, how to stack books instead of using a block and how to fashion straps from belts or rope.

FAQ #	FAQ	Add Content
1		
2		
3		
4		
5		
6		

#3 BUILD A VIRTUAL MEETING ROOM

a) Short lessons (no more than 10 minutes if the lesson is instructional. If you are also adding a full yoga class, then it is ok to extend, but keep the class to 45 minutes or less.)

Lesson	Name	Time
Lesson #1		
Lesson #2		
Lesson #3		
Lesson #4		
Lesson #5		
Lesson #6		

b) Lesson Structure: Build a consistent format to be used for each lesson

c) Repetition: In each lesson

- Say what you are going to say.
- Say it.
- Say that you said it.

#4 RECORDED LIVE CONTENT (IF YOU HAVE IT)

Find the content in the recordings that explains **the one most important point** for each lesson in the online course. Make note of the time stamp for quick reference.

Lesson	Time Stamp
Lesson #1	
Lesson #2	
Lesson #3	
Lesson #4	
Lesson #5	
Lesson #6	

#5 PROVIDE LEADERSHIP FOR INTERACTION

If your online course includes interaction and dialog, each lesson needs a specific, open-ended question to prompt the conversation. You can't rely solely on students to take the initiative in an online course. Your job as the teacher is to provide guidance for discussion.

Lesson	Question
Lesson #1	
Lesson #2	
Lesson #3	
Lesson #4	
Lesson #5	
Lesson #6	