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LINGOs Newsletter
July 16, 2008
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2nd Quarter Results from LINGOs : We achieved the following results for this quarter (April-June): Students across member agencies completed 2,700 courses and logged into an additional 2,200 offered on agency learning portals. (Terrific growth for LINGOs.) In addition to courses on the learning portals, 157 Students across 5 agencies completed 2,892 English lessons or an average of 18 lessons per student through our partnership with Global English! And, 136 students attended leadership, finance and HR courses through our partnership with eCornell, with 13 students receiving prestigious certificates from eCornell (5 of them in Executive Leadership). Elluminate usage continues to climb as LINGOs members delivered 584 meetings with a total of 3,700 attendees. **More info:**

<http://ngolearning.org/communities/agencycontacts/Lists/General%20Discussion/AllItems.aspx> for the complete report.

Leadership and Management Courses: Comparing Ninth House, eCornell and Harvard

Courses: Through LINGOs member agencies, we offer courses from different organizations: Ninth House, eCornell, and Harvard. This 5 min video compares the format of all three curriculums:

<http://www.screencast.com/users/LindaE/folders/Jing/media/7d2201e8-3203-407e-accd-a30fb952cba9> For more information on the curriculums go to:

<http://ngolearning.org/courses/availablecourses/default.aspx>

How to Launch a Learning Portal: We have recorded two webinars that are outstanding for how to think about launching a learning portal. To view Dick Wilkinson from Path go to:

<https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2008-05-13.0728.M.4978EC514DFF22ACF9A5DC5FD84AC8.vcr>

To view Dave Dannenburg from The Nature Conservancy go to: <https://sas.illuminate.com/p.jnlp?psid=2008-07-08.0808.M.88579E9CEE1D2A2BECC54661E172B3.vcr>

Job Descriptions for Learning Positions: To implement a solid blended learning approach for an agency there are several key positions required including Curriculum Developers, Learning Management System Administrators, Training Managers, etc. We have asked agencies to share their job descriptions so you can easily borrow from other agencies. To view these or to post additional positions, go to:

<http://ngolearning.org/communities/lms/Shared%20Documents/Forms/AllItems.aspx>

LINGOs Staffing Strategy: After reviewing the Learning Management System usage in the first half of the year and after speaking with a number of LINGOs members, we have decided to put greater emphasis on our LMS technical support. Greater usage and a growing membership have strained LINGOs' ability to keep up with the demand. In conversations with members, it was clear that the LMS was a key LINGOs benefit and needed to be adequately supported. So we decided to eliminate the Volunteer Coordinator position held by Leslie Sherriff and use the funds to hire Javier Leronés in the IntraLearn office in Boston. While we continue to be committed to providing volunteers to members for a wide variety of tasks, securing volunteers came much lower on member priority lists. We will be exploring new ways to manage volunteers and in the interim have the services of Laura Levy (volunteer extraordinaire and winner of the first LINGOs Volunteer of the Year Award) to help us think through the best way to proceed. For now please forward all Volunteer Request Forms directly to Linda at Linda@lingos.org. She has all past requests that have been submitted.

We are very grateful to Leslie Sherriff for her work in establishing the structure and processes we are currently using and for creating the foundation on which we will build in the future. As most of you know, Leslie had been on maternity leave after giving birth to her son Ian Sherriff. Leslie's husband, Andrew, has just taken a new job in the Netherlands and Leslie, Andrew and Ian will be headed to Europe in September for the new assignment. We wish them well and hope we can maintain contact. (we have had some new member inquiries from the Netherlands so perhaps Leslie will become our local LINGOs ambassador).

If there are any questions about this or you have any ideas you would like to share about volunteers, please contact Eric Berg via phone or email.

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Upcoming Events
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Events are typically held remote using Elluminate, a virtual meeting technology that requires an Internet connection, microphone, and speakers to participate. All events are listed in Eastern Daylight or Eastern Standard time (same time as New York). Volunteers, members, and non-members are all invited to participate. For the complete schedule of events and login information: <http://ngolearning.org/Lists/Events/AllItems.aspx>

If you have never attended a session before, please log in 15 minutes early. The facilitator will then provide you a quick demo of Elluminate. To check to make sure your system works appropriately, go to: <http://www.elluminate.com/support/>

Washington DC-Based LINGOs Meeting

Hosted at AED

July 17 from 2:00 PM to 4:00 PM

Join the DC-based organizations for a 2 hour meet and greet. The session will be focused on transitioning from classroom based training to blended learning models. All agencies will be asked to share their experiences including AED, Catholic Relief Services, Aeras Global TB Foundation, The Nature Conservancy, etc. So if you are based in DC, bring your best ideas and greatest fears to discuss with your peers from across other NGOs. This session will be facilitated by Linda English, Director of Member Services from LINGOs. Email linda@lingos.org to register.

Troubleshooting Basics Webinar: When Bad Things Happen to Good Courses

July 22, 12:00 PM to 1 pm.

Please join us as Dan Sherman from LINGOs reviews the steps that you can take to diagnose problems you encounter with online courses. Specifically we will cover:

- Common Problems and how to avoid/correct them
- Minimum System Requirements for using the Learning Management System
- Tools to identify the user's system configuration
- Tools to identify problems within custom course content
- Procedure for reporting issues to LINGOs

Login information is at:

<http://ngolearning.org/Lists/Events/DispForm.aspx?ID=42&Source=http%3A%2F%2Fngolearning.org%2Eorg%2Fdefault%2Easpx>

Using OutStart Evolution to help Virtual Teams Develop e-learning Courses

July 31, 11:00 AM to 12:00 PM

Are you building asynchronous courses with a virtual team? Outstart Evolution is a web-based course development tool that allows creation and sharing of files between development teams that are not colocated. Rose Jorgensen of OutStart will introduce participants to the features of the application and will discuss some of the considerations developers need to consider when developing courses via a web-based course development application. Login information is at: <http://ngolearning.org/Lists/Events/DispForm.aspx?ID=44&Source=http%3A%2F%2Fngolearning%2Eorg%2Fdefault%2Easpx>

Face to Face: Fundamentals of Project Management Course

Chisinau, Moldova

August 4 to August 8/2008

This 5-day course provides practical skills, concepts and principles– along with insights you'll need to adapt them to specific field-based project environments with international development, relief and conservation NGOs. The course goal is to achieve quality performance through effective planning and control, process orientation and an analytical, systems-oriented approach to problem solving and decision making that acknowledges the need for collaboration and clear communications among people, often in multiple organizations. For more info on how to register go to: <http://ngolearning.org/ngopmi/courses/facetoface/Moldova2008/default.aspx>

Designing and Developing Virtual Classroom Training

August 13, 8:00 AM to 10:30 AM

September 24th, 8:00 AM to 10:30 AM

This online class will help you rethink a classroom based course and learn to design it for a live online format. Learn how to build in interactions into your courses that will keep the student engaged and learning from each other. Learn to replace your flipcharts with a whiteboard and create surveys, icebreakers, and tests. Learn creative ways to use PowerPoint in ways you never thought of! The instructor, Greg Davis is the former Director of eLearning for American Express.

Registration is required at:

<http://ngolearning.org/courses/availablecourses/online/pages/Class%20One%20-%20Online%20Design.aspx>

Managing and Facilitating Virtual Classroom Training

August 14, 8:00 AM to 10:30 AM

September 25th, 8:00 AM to 10:30 AM

This online class will help you prepare to facilitate and manage a live online course of your own! The course takes you through the normal routine of a face to face class and let's you figure out that while you can't see the student, there are still millions of ways to engage! The real goal of this class is make the technology not a barrier between you and the student, but rather a huge advantage.

The instructor, Greg Davis is the former Director of eLearning for American Express. To register for the course, go to:

<http://ngolearning.org/courses/availablecourses/online/pages/Class%20Two%20-%20Online%20Facilitation.aspx>

LINGOs Fall Member Meeting 2008

October 16 to 17

Catholic Relief Services - Baltimore Maryland USA (near Washington DC)

Save the Date! We are working on the details! But this get together with your colleagues at CRS is sure to be a good one!

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People and Agencies on the Move
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Congrats to the following agencies for joining LINGOs:

- WWF with the key agency contact as Elizabeth Barzdo (EBarzdo@wwfint.org)
- ACDI/VOCA with the key agency contact as John Leary [<mailto:JLeary@acdivoca.org>]
- International Partnership for Microbicides (IPM) with the key agency Kristin Lange (Klange@ipm-microbicides.org)

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Open Positions
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Accion Trainer /Instructional Design Position: Accion, based in Boston, is looking for a Trainer/Instructional Designer.
<http://ngolearning.org/Lists/Announcements/DispForm.aspx?ID=44&Source=http%3A%2F%2Fnogolearning%2Eorg%2Fdefault%2Easpx>

Rare Conservation/Director of Training: Based in Washington DC. You can email Elizabeth Musar at emusar@rareconservation.org.
<http://ngolearning.org/Lists/Announcements/DispForm.aspx?ID=42&Source=http%3A%2F%2Fnogolearning%2Eorg%2Fdefault%2Easpx>

Fairwell to Leslie Sherriff as the Volunteer Coordinator, Welcome to Laura Levy. Leslie has packed up and moved to Holland after having her baby (Ian), so read here for more details on the transition to Laura Levy (our volunteer award winner from last year!) (INSERT LINK TO ANNOUNCEMENTS.) SHOULD LAURA HAVE A LINGOS email address???

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Subscribing to Email from LINGOs
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Here's a quick video that gives you a tour of our new website and explains the different options on how to register and receive email from us:

<http://www.screencast.com/users/LindaE/folders/Jing/media/ac98d5a4-738a-4c42-9202-7deadf4f7f35>

To receive just the newsletter, you can go to:

<http://ngolearning.org/Shared%20Documents/subscribe.aspx>