

CONDUCTING TRAINING ONLINE

LOCAL CHURCH SEMESTER

During this lockdown and in similar situations, churches may need to consider conducting EE training via the online medium. Below are some guidelines that are helpful.

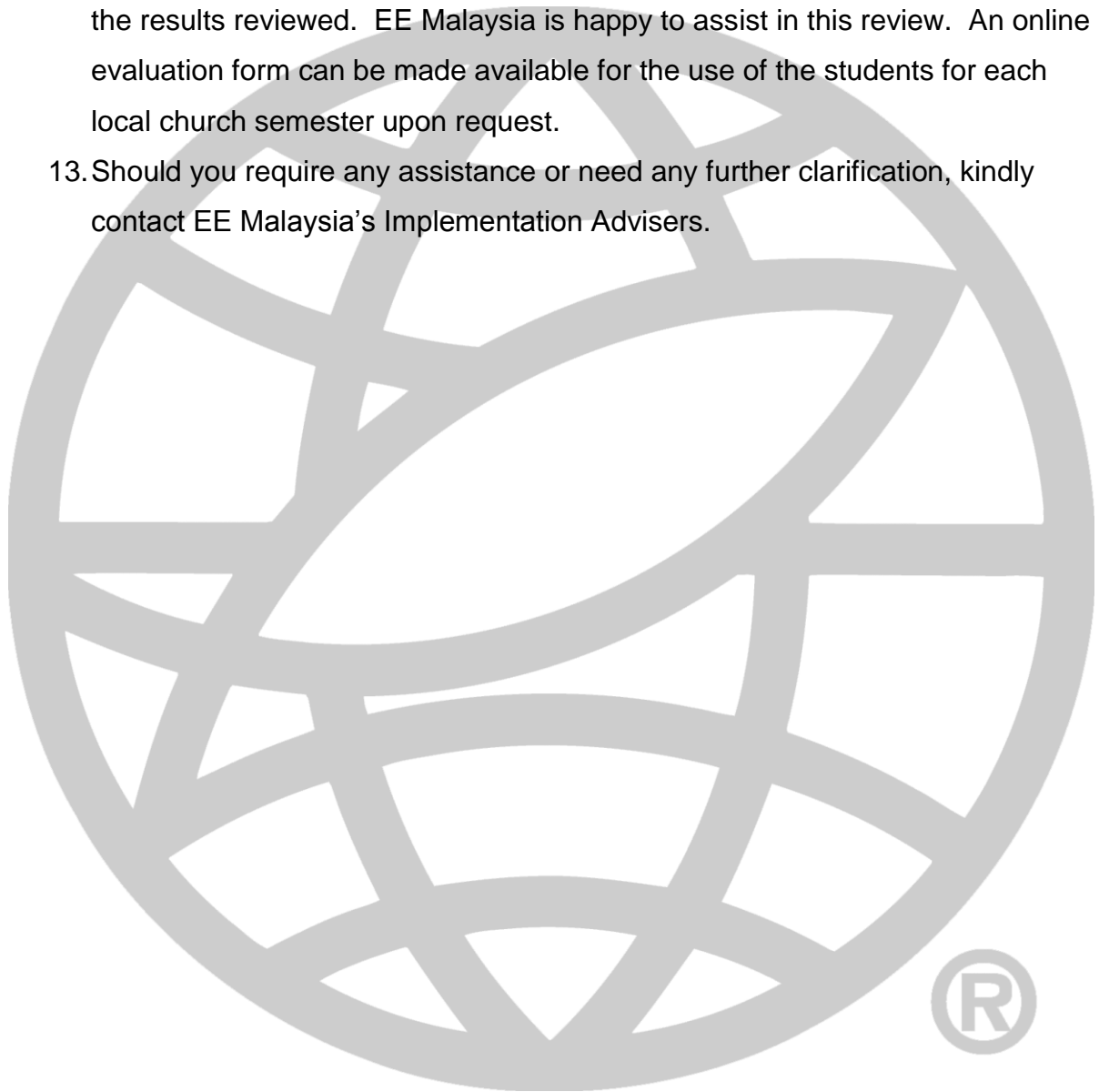
1. Many educational centres (e.g. seminaries, universities) are already conducting classes online and it appears that this technology is now being accepted by many people as a way of learning. Conducting EE training online is also being carried out in many nations of the world.
2. Online training uses the technology of internet platforms (e.g. Zoom) and facilitators should invest in learning how to use this platform well. Helps to learn Zoom or other platforms are available online, e.g. free YouTube and some paid courses. Depending on the size of your class, you may need to recruit administration assistance for the class, (e.g. admitting students who are waiting online, transferring students to breakout rooms, etc.).
3. The training duration for online is similar to that of the physical face to face training. Classes should normally be about 1.5 hour in length. Class interaction is encouraged so facilitators need to take note.
4. Prayer partners meetings and trainers' briefing etc should also be conducted even when training online.
5. Examples of online platforms that can be used for the training are: Zoom, Webex, Google Meet, etc.
6. Equipment needed: Computer with internet access.
7. Guidelines on OJT/CAs have been issued separately. OJTs/CAs are compulsory and need to be conducted in sync with classes and should not fall behind schedule.
8. Training materials should be distributed to the students before the semester begins. Pls allow more time when ordering from the EE Office in view of a lockdown situation.
9. For OJT/CA reporting and Semester activity recording and submission for certification, please note that a Semester Kit (on Excel) is available for download from the EE Malaysia website.
10. Usually OJT/CAs lag in the training and this holds back the completion of the training. The graduation for the semester training should be conducted not

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too long after the training is completed in order to maintain interest for the following semester.

11. As a matter of integrity, oral check-ups should be conducted in the physical presence of a trainer who verifies that the student is sharing from memory and without memory aids.
12. At the completion of the semester, an evaluation should be conducted, and the results reviewed. EE Malaysia is happy to assist in this review. An online evaluation form can be made available for the use of the students for each local church semester upon request.
13. Should you require any assistance or need any further clarification, kindly contact EE Malaysia's Implementation Advisers.



ONLINE OJT/CA

Important Note:

We believe that physical face to face gospel conversations help the student overcome the fear of witnessing. Accordingly, those who are not trained this way (with physical face to face conversations but only with online gospel conversations) will have difficulties witnessing face to face in future.

Therefore, where this is at all possible, physical face to face gospel conversations are preferred although we recognize that this may not be possible in some situations (e.g. pandemic lockdown).

However, online OJT/CAs allow the team to share with prospects that are far and wide across the globe. Although this opens up the field for evangelism, and may excite the student allowing him or her to share with people across the world, we need to remember that the goal of the EE training is not merely to train someone to share the gospel but also to train the student to disciple and equip others to do so as well. Therefore, it should be emphasized to the student that we would encourage and even expect the student to continue on with the next semester to serve as a trainer.

Nevertheless, EE Malaysia will certify training that are conducted via online OR physical face to face.

1. There are many online platforms in which to conduct gospel conversations. Some of these are: Zoom, Webex, FB Messenger, Instagram, Whatsapp, Wechat, Google Meet/Hangout, etc. We can only use platforms that allow video because of the demonstration of the illustrations and therefore platforms with audio capabilities alone cannot be accepted for this training. Facilitators of the EE training need to make the decision as to whether internet connectivity will allow this type of online training to be carried out. Sometimes this is just not feasible.
2. It is important that EE training results in church growth for that particular local church conducting the training. For this reason, we would highly recommend that prospects for this training are not randomly selected and who may come from different locations far away from the local church. We recommend that prospects be selected from those who have visited the church before from the same neighbourhood or those who are in the vicinity of the church so that any professions may be discipled by the church, thus resulting in church growth.
3. It is probably a good reminder at this stage to remember that conducting an EE semester properly should result in church growth. For this reason, we

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should anticipate the type of church members that would fit into our congregation, for example, English-speaking, living near the church and we should seek out this type of prospect accordingly.

4. Follow-up is crucial especially if the prospect makes a profession. Some immediate follow-up is important, but we must connect the prospect to a local church for discipleship. This may be a challenge if the prospect is overseas and, in such cases, EE Malaysia might be approached to connect with its counterpart in that particular nation for assistance with this.
5. Some illustrations (e.g. Roman Handshake) need to be amended or replaced with a more suitable one.
6. Giving out follow-up booklets in hardcopy will not be possible when doing OJT/CA online. Currently our international partnership policy does not allow the distribution of softcopies of EE materials. These booklets may have to be sent by mail or we would have to leave this portion of the follow-up to the local church that we intend to connect the prospect with.
7. It is recommended that all OJT/CA team experience at least one profession. In the event, none were recorded before the semester ends, we should encourage the team to do more than the minimum of 10, in the hope that they would experience at least 1 profession. Those who do not experience any profession during the entire semester are not likely to believe that EE works.
8. The objective of the EE training is to allow the student to share their faith confidently and comfortably and facilitators should ensure that this objective has been met in each student before that student is certified by the facilitator as having completed the training. More OJT/CAs experiences beyond the minimum of 10 would usually help.
9. Team members need to pray before meeting the prospect and to conduct an evaluation of their time together (debriefing) after the OJT/CA, similar to the case of physical face to face OJT/CAs.
10. Students should avoid using memory aids during OJT/CAs. Doubtless it's more difficult to notice this during online conversations. Confidence to share comes from knowing the material well and by heart. Accordingly students need to be reminded to prepare well and that they should participate in gospel conversations without memory aids.

TIPS WHEN CONVERSING WITH ONLINE VIDEO

1. Use a lapel microphone instead of PC or iPhone mic in order to reduce background noise.
2. Turn the camera 360 degrees to look for great lighting. Don't have a bright window behind you.
3. The camera is not as sensitive as your eye so you might need to have your face lighted (e.g. table lamp) if you don't wish for others to see only your silhouette.
4. Review camera angles, camera on eye-level. Look into the camera and not at the screen when speaking.
5. Camera orientation – use landscape instead of portrait for Zoom.
6. Camera mounting – Place firmly, use tripod for iPhone to prevent shaking.
7. Be appropriately attired. Ensure your shirt/blouse is distinguishable from the background. There is no necessity to be concerned about the bottom part of your attire. Just switch off the video and audio when you're standing up for a break.
8. Check background for video and audio distractions. Consider using a virtual background to eliminate visual distractions.
9. Put up a "Do Not Disturb" sign outside your door when video call is in progress.
10. Pay attention during the video call. Do not look disinterested or be busy doing other things.
11. Switch off the video and audio when you're taking a break from the conversation.
12. Some personal make-up make be appropriate.
13. Whilst sitting or standing, please put your shoulders back, have the proper posture for speaking.
14. Video settings – try to be familiar with the Zoom settings. You can learn about these from videos on the internet.
15. The following videos are helpful:
 - a. <https://www.youtube.com/watch?v=n9gGFrhMR5k&feature=youtu.be>
 - b. https://www.youtube.com/watch?v=hccoy6ovsJQ&feature=emb_logo