

THE SIGNATURE STRATEGY SESSION

For organizations just getting started with virtual training or who need implementation support.

A hands-on strategy session for organizations who need help creating robust online learning solutions and implementation planning support. This session starts with your unique definition of virtual training and then includes discussion on 4 key topics that should be carefully considered in every virtual training strategy:

- Design (selecting programs for virtual classes, how to create engaging programs, and converting in-person programs to online learning experiences)
- Delivery (selection and upskilling of facilitators and producers)
- Learners (preparing them for success, and marketing/communicating for change management)
- Administration (technology selection, use, and logistics for successful implementations)

The outcome of this session is a jointly-created comprehensive strategic plan and set of recommended best practices. The Signature Strategy Session pricing begins at \$4000.

DESIGN CONSULTING SERVICES

For organizations moving to the virtual classroom and wanting design assistance.

A half- or full-day strategy session to help organizations and/or design departments move traditional classroom programs online. This session will help you:

- Determine which topics can be converted to online formats (including the virtual classroom), and which topics could/should remain in-person.
- Select virtual classroom tools for interactive virtual classes
- Create design documents and project plans for program conversion

Note that this service is often combined with a customized “designing engaging virtual training” program to complete the design team’s knowledge in interactive virtual training techniques. Consulting packages typically range from \$3500-\$5500 depending upon scope. Exact services and timeframe are agreed upon in advance.

CUSTOM CONSULTING SERVICES

For organizations who need assistance with various aspects of virtual training.

A series of online or in-person sessions to review virtual training topics of your choosing. Topics and deliverables are agreed upon in advance of each session. A sampling of topics include:

- Selecting a virtual training platform
- Choosing and upskilling facilitators
- Using and upskilling producers
- Helping learners recognize new ways to learn online
- Creating design standards
- Using online classroom tools
- Selecting virtual classroom activities
- Establishing virtual training administrative processes and procedures

Session outcomes are appropriately tailored for each agreed upon service. Consulting packages typically range from \$3500-\$5500 depending upon scope. Note that custom consulting services are often combined with one or more of the training programs described on the next page.

CINDY HUGGETT CONSULTING, LLC

WORKSHOP DESCRIPTIONS

The topics listed may be combined and tailored to create a customized program specific to your organization's needs. Detailed outlines of each program are available upon request.

FACILITATING IN THE LIVE ONLINE CLASSROOM: DELIVERY SUCCESS

Learn how to engage participants through effective virtual delivery, with emphasis on preparation for success.

Delivery Details – Two 90-minute live online sessions with an assignment in-between

DESIGNING FOR ENGAGEMENT: CREATING INTERACTIVE VIRTUAL EVENTS

Learn how to design live online learning, with emphasis on creating interactive sessions.

Delivery Details – Two 90-minute live online sessions with an assignment in-between

THE ART OF ONLINE FACILITATION: BEYOND THE BASICS

Learn how to build rapport with participants through dialogue and engagement, with focus on creating a successful learning environment.

Delivery Details – Two 90-minute live online sessions with a short assignment in-between

HOSTING A VIRTUAL SESSION: PRODUCER SKILLS FOR SUCCESS

Learn how to host live online sessions, with emphasis on partnering with facilitators and setting participants up for a successful learning experience.

Delivery Details – Two 90-minute live online sessions.

VIRTUAL PRESENTATION SKILLS

Learn professional presentation skills for online events. Learn to speak on camera and engage a remote audience.

Delivery Details – A two-hour live online event with hands-on practice and feedback built-in.

READY-TO-USE VIRTUAL CLASS ACTIVITIES

For trainers and designers who want creative ideas for openers, energizers, collaboration exercises and other engaging activities.

Delivery Details – A two-hour hands-on workshop facilitated in either Zoom, WebEx, or Adobe Connect.

FACILITATING HYBRID EVENTS

Learn how to engage both remote and in-person audiences at the same time, using platform tools and facilitation techniques. Ideal for managers, leaders, and trainers who are navigating the new modern workplace.

Delivery Details – One 90-minute live online session with hands-on interaction built in.

USING WEBEX FOR INTERACTIVE ONLINE EVENTS

Learn technical "how-to" skills for using WebEx Meeting Center, with emphasis on creatively using the tools for engagement.

Delivery Details – Two 90-minute live online sessions with hands-on interaction using the tools.

USING ZOOM FOR INTERACTIVE ONLINE EVENTS

Learn technical "how-to" skills for using Zoom for Meetings with emphasis on using the tools for audience engagement.

Delivery Details – Two 90-minute live online sessions with hands-on experience using the tools.

Each program includes an electronic participant workbook and resource links for further study. Classes are limited to 15 participants each. Please note that live online sessions may not be recorded.

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ABOUT CINDY HUGGETT, CPTD

Helping Organizations, Trainers, and Designers Move to the Live Online Virtual Classroom

DIGITAL LEARNING EXPERT

Cindy is a pioneer in the field of online learning with almost 20 years of experience in creating virtual training solutions, and almost 30 years of professional experience. She's a recognized industry expert in teaching people how to design and deliver interactive online classes. She partners with her clients to help them transition from the in-person to the virtual classroom, and works with them to design online and blended solutions.

Cindy is the author of four books including: *Virtual Training Tools and Templates: An Action Guide to Live Online Learning* (2017), *The Virtual Training Guidebook: How to Design, Deliver and Implement Live Online Learning* (2014), and *Virtual Training Basics* (2nd ed. 2018), and a contributor to many other industry publications including *Training Industry Magazine* and ATD's *Talent Development Body of Knowledge*.

Cindy is a sought-after conference speaker and has presented multiple times at the ATD International Conference and Expo, TechKnowledge, Training, DevLearn, TechLearn, Learning Solutions, Masie's Learning, and the Annual SHRM Conference. Her online webcasts have been attended by thousands of people around the world. And she's one of only a handful of worldwide experts who have been chosen to facilitate ATD's Master Trainer and Master Instructional Designer programs.

Throughout her career, Cindy has worked in various industries including technology, construction, higher education, retail, and the public sector. Her management and global experience includes serving as the regional Director of Training and Operations for an international software company, and the Learning and Development manager for a global mechanical contractor.

Cindy earned her Master's degree in Public and International Affairs from the University of Pittsburgh, and a Bachelor's Degree from James Madison University. Cindy was also one of the first to earn the prestigious Certified Professional in Learning and Performance (CPLP, now CPTD) designation.

As Chair of ATD's National Advisors for Chapters, Cindy served on the national ATD Board of Directors in 2009-2010. She was recognized by the Triangle Business Journal as a "40-Under-40" Award Recipient in 2003. She also co-founded a nonprofit organization to promote volunteering and community service in her local area, and she teaches yoga and chair yoga for seniors at her local YMCA. She's passionate about helping others succeed and brings that dedication and commitment to every project she undertakes.

IN CINDY'S WORDS...

"For almost 30 years, I've been leading, designing, facilitating, speaking, writing, and teaching about technology, learning, and leadership. I create effective learning strategies, design interactive learning solutions, and teach classroom facilitators how to engage online. I am a regular and highly rated speaker at industry events, known for my practical takeaways and relatable style. I work with global organizations of all sizes and across all industries, and look forward to each opportunity."

WHAT OTHERS HAVE TO SAY...

"Cindy is truly a masterful facilitator. The session was extremely valuable and addressed exactly what it promised."

"Cindy's enthusiasm for the material was contagious. Her professionalism outstanding. Her years of experience allowed her to easily answer questions and suggest reference materials. Model trainer/facilitator!"

"She gave insight and resources that we can use immediately."

"Cindy truly knows how to engage and live by the best practices that she shares."