Facilitating Interactive Online Events using WebEx

A Hands-On "How-To" Workshop for Virtual Presenters & Trainers

This hands-on workshop focuses on the extremely important technical "how-to" skills needed by virtual facilitators, presenters and trainers. It walks step-by-step through how to set up an online event in order to maximize participant engagement, and explores the WebEx Meeting Center tools that create interactivity. It also reveals the 4 key steps that every virtual presenter should follow to engage a remote audience.

This is a 3-hour, hands-on interactive program, focusing on creatively using WebEx.

Topics include:

- Capturing participant attention from the start of an online event
- Determining which type of online event to have, and why it matters
- Sharing documents and other supported files
- Drawing on slides and whiteboards as a way to promote engagement
- Encouraging dialogue via chat
- Using webcams for presenters and attendees: when & how to turn them on
- Creating and sharing polls for audience participation

Delivery Details

The program…

- ☐ uses the WebEx platform so that participants experience its interactive tools.
- ☐ includes an electronic handout and resource links for further independent study.
- ☐ models engaging design and delivery techniques so that the participants can experience online interactivity.
- ☐ is led by an expert facilitator (Cindy Huggett) along with her virtual producer who assists with technical details.
- ☐ has no more than 15 participants per program offering when facilitated online.
- ☐ may not be recorded, but instead requires live online participation.
- ☐ requires each learner to log on individually from their own computer or device for the hands-on experience.

About the Facilitator: Cindy Huggett, CPTD

Virtual Learning Expert

Cindy is a pioneer in the field of virtual training with over 19 years of experience in providing virtual training solutions. She's a recognized industry expert in teaching training professionals how to design and deliver interactive online classes.

Cindy is the author of four books on virtual training, including: *Virtual Training Tools and Templates: An Action Guide to Live Online Learning* (ATD Press, 2017) *The Virtual Training Guidebook: How to Design, Deliver, and Implement Live Online Learning* (ASTD Press, 2014), *Virtual Training Basics* (2nd edition 2018), and the coauthor of two ASTD Press Infolines, "*Simple, Effective Online Learning*" and "*Designing for the Virtual Classroom*."

She partners with her clients to help them transition from the face-to-face to the virtual classroom and works with them to design online and blended learning solutions.

Cindy is a sought-after conference speaker and has presented multiple times at the ATD (formerly ASTD) International Conference and Expo, TechKnowledge, Training, DevLearn, as well as the Online Learning Conference, Masie's Learning, and the Annual SHRM Conference. Her online webinars have been attended by thousands of people around the globe. And she's one of only a handful of worldwide trainers who has been chosen to deliver ATD's Master Trainer and Master Instructional Designer Programs.

With 30 years of overall professional experience, 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 training company, and the Learning and Development manager for a global mechanical contractor.

Cindy holds a Master's degree in Public and International 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) designation.

As Chair of ASTD's National Advisors for Chapters, Cindy served on the national ATD (formerly ASTD) 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 non-profit organization to promote volunteering and community service in her local area. She's passionate about helping others succeed and brings that dedication and commitment to every project she undertakes.

Find out more about Cindy and how she can help you and your organization move to the virtual classroom by visiting: www.cindyhuggett.com