

Virtual Facilitation Skills for Classroom Trainers

A hands-on workshop for new virtual trainers & facilitators

This interactive online workshop program teaches classroom trainers, presenters, and facilitators how to transition their facilitation skills to the online environment. It focuses on how to engage remote attendees through dialogue and interaction.

This is a 3-hour interactive program, split into two 90-minute modules that can be facilitated together or separated over time.

Topics include:

- Transferring in-person presentation skills to virtual delivery: what's the same and what's different
- Setting the stage for engagement, and capturing attention from the start
- Engaging participants through learning activities and robust dialogue
- Using your voice and video to enhance learning
- Asking questions in ways that guarantee response and learner engagement
- Partnering with producers and co-facilitators for a seamless attendee experience
- Multi-tasking while delivering: tips and techniques
- Troubleshooting (and preventing) common technical challenges

Delivery Details

The program...

- uses a virtual classroom platform (such as Adobe Connect, Zoom, WebEx or GoToTraining) so that the participants become familiar with using its features for interactivity.
- 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 (online session only).
- has no more than 15 participants per program offering.
- 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.