

Train the Virtual Trainer

Virtual Class

This course focuses on training the virtual trainer to confidently design and deliver valuable virtual classroom programs, ensuring audiences are engaged and inspired to embed the key learnings. It is delivered over 3 x 90-minute facilitator led virtual classroom sessions.

This highly interactive and powerful course provides trainers with the strategies and techniques to seamlessly convert content into virtual learning programs and gain valuable tools on the mechanics of the virtual classroom to confidently design and deliver highly engaging sessions to audiences to ensure maximum engagement and motivation to apply the key learnings back into their work.

Snapshot

Duration: 3 x 90 minutes

Category: Train the Virtual Trainer

Platform: Adobe Connect

Learning Outcomes

At the end of this program you will be able to:

- Examine the use of virtual classrooms in the full spectrum of learning
- Discover design strategies to ensure content is suitable to virtual learning capabilities
- Compare key differences between designing for virtual versus face-to-face
- Apply learning principles of design and satisfying all learning styles
- Incorporate stimulating, suitable and interactive activities
- Design eye-catching slides and source impactful images
- Prepare accompanying resources to bring additional value
- Enable facilitators to bring the learning to life
- Develop confidence in all the mechanics of the Virtual Classroom platform
- Minimise distraction by stimulating learning interactions in the live virtual environment
- Build your vocal performance through tone, clarity and pace
- Establish and maintain your online presence and deliver with confidence



Session 1 – Designing for the virtual classroom

- Examining the virtual classroom in the full spectrum of learning
- Identifying the challenges of converting existing content into virtual classroom format, including resources and experience
- The rules for chunking down face to face content for virtual courses
- Examples of taking content and converting to virtual content
- Apply the standard principals of design: Why, What, When
- Incorporate adult learning principles in a virtual environment
- Creating active learners and the design keys avoiding distractions and disengagement
- The use and power of visual communication through images and pictures
- The do's and don'ts for virtual slide design
- Designing slides that create continued novelty and stimulation
- Ensuring best practice with structured facilitator notes
- The use of resources including learner guides, workbooks and handouts
- Set action plans for ongoing development – and preparation for session 2

Session 2 – Engaging activities to bring content to life

- Review key outcomes from session 1
- Identify ways you can implement interactive activities to bring the content to life, ensure engagement and key learnings are embedded back in the workplace
- Minimise distraction by embedding activities throughout and have learners have their hands and eyes busy
- Sequencing activities into three parts – openers, engagers and closers
- Openers – capture and maintain the audience's attention
- Energisers – specifically looking at activities that can be utilised in the Virtual Classroom to bring the learning to life including:
 - The chat function
 - Emoticons
 - Polls
 - Q & A
 - Whiteboarding
 - Gamification
 - Competitions, quizzes and virtual prizes
 - Questioning techniques
 - Break out rooms
 - Scenarios
- Debriefing techniques to ensure continuous embedding of learnings

- Wrap up, closers and commitments to conclude with confidence
- Set action plans for ongoing development – and preparation for session 3

Session 3 – Confidence in delivering virtual classrooms

- Review key outcomes from session 2
- Top 10 mechanics of the virtual classroom
- Set expectations for your audience to ensure full participation
- Become a broadcaster! Dial up your online presence and deliver with confidence
- Techniques for vocal and verbal communication as the critical elements to virtual delivery
- Discover the importance of tone and pace to articulate your message more clearly
- Adapt your voice for clarity and variety to ensure that your participants are participating and learning.
- Activities to get your voice ready for virtual delivery
- Look confident to sound confident – body movement and posture
- Remove verbal dangers including filler words and word whispers
- How to sound confident, credible and connected - the 3Cs of presenting
- Set final action plans for ongoing development.
- Receive a virtual delivery 'cheat sheet' to confidently move through the virtual training process from pre to post-session



Thank you

“ *I can attest that MCI Solutions absolutely deliver on their promise of innovation. The quality of the content is excellent, the calibre of facilitators is great, and I think the participant experience **really sets MCI Solutions apart.*** ”

Katie Poray
Woolworths Logistics
HR Manager