

# The Virtual Facilitative Trainer

## Delivered Virtually Via Zoom: June 10, 2020

### Workshop Overview

This workshop is designed to equip participants with the foundational skills and knowledge necessary to conduct active, engaging virtual learning events with confidence. Participants will engage in a highly interactive half-day with many opportunities to practice new skills and receive coaching in a safe environment.

**Workshop Purpose:** To enable leaders and subject matter experts to feel more confident and competent in being more 'facilitative' when leading virtual training sessions.



### Workshop Outcomes:

By the end of this workshop participants will:

- Appreciate the additional challenge and opportunity virtual training presents
- Distinguish between their dual roles of SME (content provider) and virtual facilitator (process leader)
- Learn how to respond to virtual learners' "wrong" answers and answering questions without a script
- Have experience facilitating effective virtual exercise debriefs using "high-payback questions"
- Be able to choose from a variety of virtual engagement strategies, even ad hoc
- Learn strategies for dealing with challenging virtual training situations

**Target Audience:** Any team leader or subject matter expert asked to lead learning, change management or strategic conversations

### Agenda

Time	Agenda Topic	Learning Outcomes
5 min	Tech Check	Navigation and orientation of virtual platform features
15 min	Setting the Workshop Context	The value of developing virtual facilitative trainer skills. Clarity on what we will achieve and how
15 min	The Five Core Virtual Facilitative Trainer Practices: SLAPS	Clarity of the top five virtual facilitative trainer practices. Self-awareness of one strength and one to improve
45 min	SLAPS Exercises	Tips for maintaining perceived neutrality when play the role of virtual facilitative trainer
10 min	Learning Roundup or Break	Learning Roundup will happen if delivery is in two 90-minute modules on different days
25 min	High Payback Questions Exercise	Tips and experience debriefing learning exercises and helping your learners "make connections"
30 min	Virtual Engagement Exercise	Tips and experience using virtual engagement techniques
20 min	Virtual Engagement Dilemmas	Tips for dealing with different training engagement dilemmas

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## Workshop Details

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For over 25 years, Facilitation First has been top of mind for companies requiring facilitation services and facilitation skills training. We specialize in helping leaders and subject matter experts transition to the role of meeting facilitator, where a detailed process guides discussions ensuring better decisions, outcomes and optimum participant engagement. Having trained thousands of satisfied participants, Facilitation First is known for providing a proven, highly interactive learning experience that gives attendees simple yet powerful tools that they can apply in their very next meeting.

### Maximize Your Learning Experience

To ensure that everyone can fully participate in the workshop, all participants will be required to join 15 minutes before the workshop for a mandatory "tech-check". We want to ensure your audio and video are functioning correctly. Participants are strongly encouraged to share their video in order to ensure full engagement.

### Participants Receive

- A workbook filled with templates, reminders and methods they can refer to when transitioning new skills to their meetings.
- Tips and techniques for leveraging engagement tools virtually

**Date:** June 10, 2020

**Location:** Zoom link to be provided. Download this application for free at [Zoom.us](https://zoom.us)

**Times:** 1:00 pm - 4:30 pm EST

**Fee:** \$279 + HST

**Trainer:** Janelle Van Halst

**To Register:** E-mail [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

### About Your Trainer: Janelle Van Halst



Janelle's career began in 1985 and she gained a wealth of practical experience and knowledge in training and consulting, management and sales. Since 1992 Janelle has been dedicated to training and consulting. Her clients include an impressive array of Fortune 500 companies, emerging businesses and not-for-profit organizations.

Janelle has amassed over 3000 days of training and delivering world-class workshops and facilitating high stakes meetings for her clients, including over 350 hours delivering in a virtual classroom. This extensive practical experience compliments her Adult Education Diploma, Major in Marketing in Business Administration and Canadian Sales Professional certification with distinction. Janelle is also a senior facilitator for the Canadian Management Centre.