

# The Virtual Facilitative Trainer

Delivered Virtually Via Zoom: October 20 & 21, 2020

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## 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 two highly interactive half-day sessions with many opportunities to practice new skills and receive coaching and peer feedback in a safe environment.

**Workshop Purpose:** To enable subject-matter experts, internal trainers and managers 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:

- Gain competence and confidence in 'virtual facilitation' of training (especially given the additional challenge and opportunity virtual training presents)
- Distinguish between their dual roles of subject-matter expert (content provider) and virtual facilitator (process leader)
- Practice using checklists to prepare for and set the context for virtual workshops
- Demonstrate methods to deal effectively with individual and group challenges experienced in a virtual sessions
- Choose effective strategies to maximize participant engagement and leverage the groups wisdom during training
- Deliver technical or content-heavy training content in ways that engage participants

**Target Audience:** Any subject-matter expert, internal trainer or manager/team leader asked to lead virtual learning sessions

## Agenda

### Part One: Half Day 3.5 hours

- Setting the Context
- Warm-up Exercise

#### Module 1: Behaviours of Facilitative Trainers

- SLAPS: The 5 Core Facilitator Practices
- Optimize Your Content For Virtual Delivery
- Models for Virtual Delivery

#### Module 2: Getting Ready for the Training

- Wrap-Up
- Day 1 adjourns

### Part Two: Half Day 3.5 hours

- Setting the Context

#### Module 3: Launching Training the Right Way! Exercise

- Why Create Norms
- Refereeing Broken Norms

#### Module 4: Maximizing Group Engagement PPT

- Virtual Engagement Principles & Best Practices
- How to Deliver Content so that it Engages Learners
- Exercise #2: Building Engagement into Your Session
- Survey and Wrap-up
- Day 2 adjourns



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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:** October 20 & 21, 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:** \$695 + HST 5% off for 2-4 and 10% off for 5+ participants

**Trainer:** Kevin Quinn

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

### About Your Trainer: Kevin Quinn



Kevin provides expert meeting facilitation, especially as a teacher and troubleshooter of these skills. His expertise includes teaching people on how to deal with difficult stakeholders, how to negotiate to get results and how to use creative problem solving with individuals & teams. He has mentored and taught business and thought leaders in the public and private sector in North America and the UK. Kevin has helped a wide range of business partners to navigate organizational challenges and improve their business results. He is the instructor of record at the City of Toronto’s leadership development program and the Schulich School of Business Health Administration MBA program. He teaches extensively in the health care, banking and municipal government sectors.