

The Virtual Facilitative Training Designer

Two Half-Day Workshops for those wishing to Design Engaging Virtual Training

This workshop provides participants with specialized skills and knowledge necessary to design 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. This workshop focuses on designing content that results in highly interactive workshops.

Workshop Purpose: To enable training designers, managers and subject-matter experts to create virtual training materials that are guaranteed to engage learners.

Workshop Outcomes:

By the end of this workshop participants will:

- Clarify the five most common **design challenges** of the virtual environment, identifying strategies to overcome each challenge
- Commit to an adult learning approach that strives to teach through **asking and engaging** rather than through excessive telling of content
- Use research-based guidelines, decide what to teach in the virtual session and what to relegate to asynchronous teaching such as **pre-reading, video, and quizzes**
- **Structure and sequence** workshop topics for maximum learning, and demonstrate how to show the participants the structure
- Design **enhanced openings** for their workshops, using 1) a checklist of context-building elements and options and 2) strategies for focusing participant attention
- Design Training to **reduce learner's cognitive load** (Using a standard hour-long template, help learners focus, link new learning with existing ideas, organize and remember the new information)
- Use five powerful strategies to overcome the challenge of **technical or content-heavy** training content (ensuring that the training engages participants)
- Design **visuals that support engaging delivery** – increasing visual interest in slides and graphics to encourage discussion and learning versus reactive note taking
- Create **appropriate competition** to illustrate key learning points from the content

Target Audience: Any team leader, internal designer, trainer or subject matter expert who creates or revises virtual learning sessions. **This especially will be relevant to those who convert face-to-face training designs to virtual training.**



Workshop Agenda

Setting the Context

Module 1: Overcome the Challenges of Virtual Learning

- The Five Challenges of Virtual Teaching & Learning
- Strategies to Overcome the Challenges
- ***Design Breakout #1: Overcoming Your Design Challenges***
- Filter Content to the Essential “Need to Know”
- ***Design Breakout #2: Filter Your Content***

Module 2: Structure for Engagement

- Structure & Sequence the Content
- ***Design Breakout #3: Show Your Structure & Sequence***
- Design a Strong Opening to Focus Learners
- ***Design Breakout #4: Create a CIAO Opening***
- Design Training to Help with “Learning Tasks”
- Design Breakout #5: Help Learners Manage their Workload

Module 3: Strategies to Engage Learners

- Engage Learners using Special Teaching Strategies: SHERPA
- Special Teaching Strategy: Gamification!
- ***Design Breakout #6: Share Strategies for Engagement***
- Use High-Quality Visuals to Engage
- ***Design Breakout #7: Subject a Slide of the Squint Test***

Module 4: Support Facilitators with Questioning

- ***Design Breakout #8: Design Clinic***

About Facilitation First

For over 25 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our Facilitating Meetings with Ease workshop has been honed by Ingrid Bens, author of the national bestselling books ‘Facilitating with Ease’ and ‘Facilitation at a Glance!’. With thousands of participants rating the course an average 4.5 out of 5, we provide an experiential workshop that equips learners with simple yet powerful tools that they can apply in their next meeting.

About Your Trainer: Kevin Quinn



Kevin is a master facilitator and trainer specializing in helping professionals communicate to get results. As a highly skilled facilitator and presenter, Kevin shares these skills in practical, experiential workshops geared to the needs of leaders and professionals. Kevin helps business professionals influence with integrity and get better implementations of their objectives. Kevin provides expert meeting process facilitation skills and coaching to presenters. He helps leaders and advisors get their message across to difficult audiences, when there is conflict, and during change initiatives. Kevin teaches extensively in the health care, banking and municipal government sectors.