



### Workshop Description

#### Why Attend?

Real learning takes place when the trainer stops talking and invites learners to start talking and participate in the process. Virtual classrooms present a unique set of challenges and opportunities when it comes to interacting with and engaging learners.

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.

### The Learning Opportunity

#### Participants leave this course with:

- State the challenges and opportunities presented when training virtually versus in person
- Demonstrate best practices in converting / redesigning / optimizing existing “in-person” classroom training into the virtual training environment
- Model both the role of Trainer/Subject Matter Expert (content provider) and Virtual Facilitative Trainer (process leader)
- Demonstrate (in a practice setting with familiar materials) how to:
  - Plan a virtual training session
  - Open a session effectively by setting all required context
  - Conduct a highly interactive session using available engagement methods supported by their virtual training platform
  - List and demonstrate methods for maximizing participant engagement and promoting sharing of the group’s wisdom during training
  - Close a session using techniques to maximize transfer of training into skilled performance at work
- Better handle group dysfunction using an effective intervention technique to handle the most common challenges encountered in virtual classrooms

Facilitation First Inc.  
<http://www.facilitationfirst.com>  
To learn more call 1-888-465-9494 or  
email [info@facilitationfirst.com](mailto:info@facilitationfirst.com)





## Workshop Modules

### Module One: Best Behaviours & Designs for Virtual Facilitative Trainers

- Master Key Roles for Virtual Facilitative Training
- Behaviours Virtual Facilitators Must Master
- Core Facilitation Practices for the Virtual Environment
- Optimize Your Content for Virtual Delivery
- Resources for Virtual Training
- What's the Best Model for a "Typical Training Hour?"

### Module Two: Getting Ready for Virtual Training

- Checklist
- Group Facilitation #2: How should I prepare for my training

### Module Three: Launching Training the Right Way

- Include process and templates
- Introducing (and how to referee broken) norms
- Group Facilitation #3: Practice Setting Context

### Module Four: Maximizing Engagement in Virtual Training

- Group Facilitation #4: Applying virtual engagement tools
- Virtual Engagement Dilemma Exercise
- Engagement Rounds

### Module Five: Engage Participants in Dry Content

- Using Stories, Human Interest, Examples, References,
- Pictures And Asking Great Questions (PHRASE)
- Group Facilitation #5: Best Practices In Engaging Participants In Dry (But Necessary) Content
- Learning Roundup And Workshop Closure

### Who Should Attend?

- Leaders or Subject Matter Experts who have been asked to provide product, process or policy training
- HR Professionals
- IT Professionals who are providing user training
- Instructional Designers/Developers who want to better understand how to engage learners



|          |                     |
|----------|---------------------|
| Date     | April 12 & 19, 2023 |
| Time     | 1:00pm – 4:30pm EST |
| Location | Zoom                |
| Fee      | \$895 + HST         |

### What You'll Receive

A participant workbook filled with templates, reminders, and methods you can refer to when transitioning new skills to your meetings

You can register online [here](#) or via email at [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

### Kevin Quinn



### About Your Trainer

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. 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. Kevin combines academic achievement with practical experience as a project manager and general manager in large public and private organizations. Kevin has done doctoral work in Adult Learning and holds master's degrees in History and Public Administration.