

The Virtual Facilitative Trainer

Delivered Virtually Via Zoom: April 26 & 27, 2022 1:00pm-4:30pm EST

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:

- 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



Agenda

Part One: Half Day 3.5 hours

Module One:

Best Behaviors & Designs for Virtual Facilitative Trainers

- Best Model for a typical hour of virtual training
- *Group Facilitation #1: How can I optimize my training*

Module Two:

Getting Ready for Virtual Training

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

Part Two: Half Day 3.5 hours

Module 3:

Launching Training the Right Way

- Include process and templates

Module 3 cont'd

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

Module 4

Maximizing Engagement in Virtual Training

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

Module 5

Engage Participants in Dry Content

- Using stories, human interest, examples, references, pictures and asking great questions (SHERPA)
- *Group Facilitation #5: Best practices in engaging participants in dry (but necessary) content*
- Learning Roundup and Workshop Closure

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Workshop Details



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: April 26 & 27, 2022

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: \$795 + HST 5% off for 2-4 and 10% off for 5+ participants

Trainer: Kevin Quinn

To Register: E-mail 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.