

The Virtual Facilitative Trainer

Two X Half-Day Workshop for Subject Matter Experts, Internal Trainers and Managers

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 trainers, managers 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 be able to:

- 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



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

Agenda – (half day modules can be on two concurrent days or up to two weeks apart)

Day One (3.5 hours)	Day Two (3.5 Hours)
Module One: Best Behaviors & Designs for Virtual Facilitative Trainers <ul style="list-style-type: none">• Best Model for a typical hour of virtual training• Group Facilitation #1: How can I optimize my training	Module 4 Maximizing Engagement in Virtual Training <ul style="list-style-type: none">• Group Facilitation #4: Applying virtual engagement tools• Virtual Engagement Dilemma Exercise• Engagement Rounds
Module Two: Getting Ready for Virtual Training <ul style="list-style-type: none">• Checklist• Group Facilitation #2: How should I prepare for my training	Module 5 Engage Participants in Dry Content <ul style="list-style-type: none">• 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
Module 3: Launching Training the Right Way <ul style="list-style-type: none">• Include process and templates• Introducing (and how to referee broken) norms• Group Facilitation #3: Practice Setting Context	Learning Roundup and Workshop Closure