

# The Virtual Facilitative Training Designer

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

The shift to virtual learning sessions can amp up an organization's ability keep staff up-to-date on evolving products, policies and procedures. However, creating a successful, virtual training session requires careful planning and strategies that ensure maximum engagement.

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:

- Understand the five most common design challenges of the virtual environment and identify 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*
- Learn best practices in deciding which content to include and what to relegate to asynchronous teaching such as pre-reading, video and quizzes
- Have clarity around how to structure and sequence workshop topics for maximum learning
- Design enhanced openings for their workshops, using a checklist of context-building elements/options and strategies for focusing participant attention
- Design Training to reduce learner's cognitive load
- Use five powerful strategies to overcome the challenge of making technical or content-heavy training engaging for participants
- Design visuals that support engaging delivery
- Create appropriate competition to illustrate key learning points

**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 to 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.

