



# Virtual Training Design Certificate



Level

Foundational



Language

English



Video Subtitles

English, German, Spanish

## Course Learning Outcomes

By the end of this course you will:

- Discover what **can be taught online**.
- Recognize **differences** in virtual training formats.
- Identify critical **characteristics** of virtual training.
- Understand different **roles, responsibilities, and needs** in virtual training.
- Specify the right **set of materials** you need to develop.
- Select the **correct technology** and platform.
- Use MindSed's **Virtual Training Design Job Aids** and checklists to **improve your curriculum design**.
- Apply critical **instructional design principles** when designing virtual classrooms & support materials.
- Design engaging **activities & interaction** for your learners.





### Why do you need to move digital with your course offerings?



**Reduces** cost of travel, materials & venue.



**Reduces** time away from work.



Offers **flexibility** in schedule and location of attendance.



Allows for **scalability** and reach.



Focuses on **clearly defined** learning objectives.



**Increases** learner engagement.



Provides **easy access**.



Can be **recorded** and made available to all **employees**.

### Who is it for

The “**Designing Online Training Certificate**” got developed for **content creators, instructional designers, graphic designers, teachers, influencers, and marketing professionals**.

... who are eager in developing impactful online training sessions that stick.





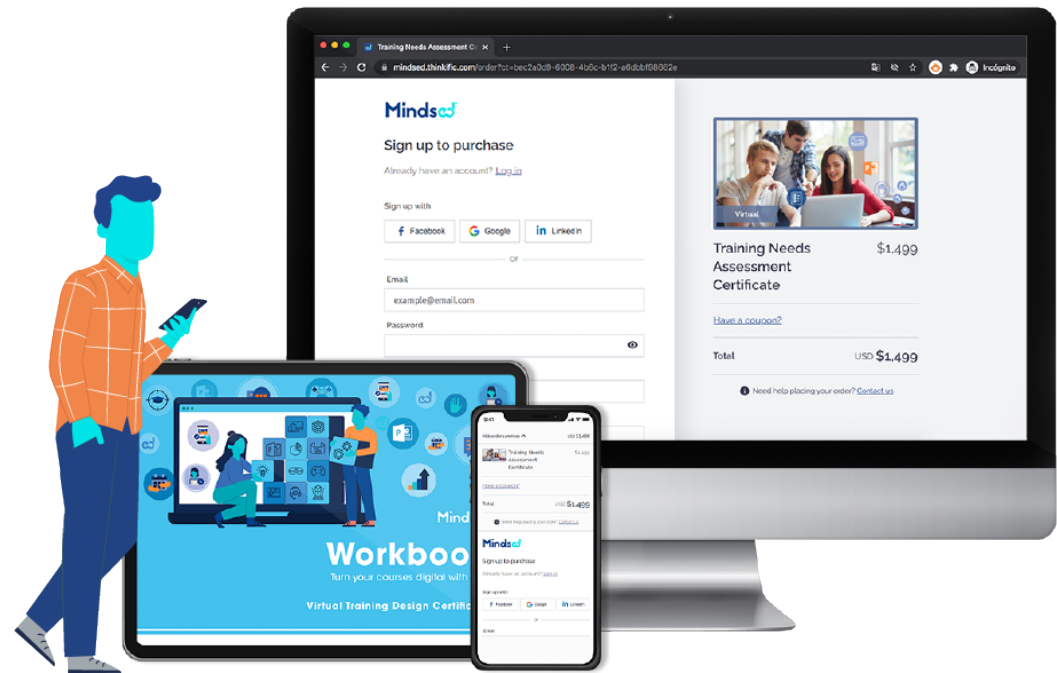
## Virtual Training Design Certificate

### How will we teach you?

This course is entirely taught online. **Over 4 weeks**, you will receive **access to 9 chapters**. Every week two to three new chapters are being released for all course participants.

You can study the material at your own pace and time during each week. **Chapter 7 is a live webinar** in which course participants experience exercises that can be used in online training with the help of our Mindsed facilitator.

Our facilitators will engage with all participants throughout the course by answering questions and providing support during assignments and course discussions.



# 4 Weeks

### How long does it take?

The “**Virtual Training Design Course**” has a course duration of 4 weeks. Lessons include online learning hours, live-online webinar hours, self-study, assignments and assessment



## Virtual Training Design Certificate

### What is included

This course includes:



#### Videos

Exclusive videos explaining concepts, methods, practical tips and tools.



#### Worksheets

Comprehensive worksheets to practice and train what you have learned.



#### Exclusive Practice

Assignments guiding you through the design of your first online training.



#### Discussions

Discussion forums which let you engage with your instructor and other course participants.



#### Knowledge Checks

Quick quizzes which let you test your knowledge and understanding.



#### Recaps

Chapter summaries to review what you have learned.

### In addition, you will receive

- **Webinar:** approx. 3,5 hours
- Course on-boarding support
- Weekly email reminders

### Which equipment do you need?

- Laptop



### Course bonus

- Handbook
- Workbook
- Job Aids to create powerful virtual training offerings
- Checklists
- 1 year access to your course material
- 1 year of course updates
- **Official completion certificate:** Printable diploma shareable on your social media accounts, such as LinkedIn



### Attendance Policy

**Virtual courses:** In order to pass this on demand course it is mandatory for all participants to complete all modules and activities of this course within their one-year access period. Upon completion of all aspects of this course participants will get a notification about their successful attendance.



**Tanja Schmidt**

**Instructor**

**[LinkedIn Profile](#)**



### The Online Training Expert

Tanja has trained trainers from more than 100 different nationalities on how to create powerful and effective online trainings for their learners. In this course she helps cutting to the chase on designing online trainings and provides all the Do's and Don'ts that you need to make your training stick with your learners.



### Course Chapters

#### WELCOME CHAPTER

- First impressions are important
- Who is this course meant for?
- Your materials
- Let's get ready!
- What are you in for?
- Equipment needs
- Smooth takeoff
- We'd like to know you better
- Ask away

#### Chapter 1: 101 Of Online Trainings

- Getting started with virtual training
- The raise of virtual training
- What is virtual training?
- Webinars, webcasts, and virtual classrooms
- A short description
- F-2-F vs virtual training
- The look and feel of virtual training
- Synchronous & asynchronous online training
- The modern virtual classroom
- A status quo assessment

- Sharing is caring
- Topics taught online
- Moving from traditional to virtual training
- Is virtual training the right solution?
- Choosing the best learning event type
- Start plotting
- The foundation
- The difference between good and bad
- Learner-centric training design
- How long does it take to develop an hour of virtual training
- Recap
- Knowledge check
- Ask away

#### Chapter 2: The Covid-19 Impact

- A pandemic and its impact
- Enrolment statistics
- Motivation and focus
- Distractors and their influence on learning transfer
- 10 mistakes to avoid

- Modern learner expectations on virtual learning
- Important statistics in a nutshell
- Lessons learned
- Take a minute to reflect
- Learning from one-another
- Recap
- Knowledge check
- Ask away

#### CHAPTER 3: Roles, Responsibilities & Required Competencies

- Understanding different personas
- The instructional designer
- The facilitator
- The producer
- The learner
- Understanding knowledge, skills and competencies
- Highlighting strengths and weaknesses
- Recap
- Knowledge check
- Ask away



## Virtual Training Design Certificate

### CHAPTER 4: ASSURE & Virtual Training Design

- Must-dos of instructional design
- Adult learning principles in virtual training
- Overall curriculum design approach including pre-, post- and intersession work
- AS&S of ASSURE
- Knowing your audience
- Considering different learner needs
- Enhancing persona profiles
- Understanding technical limitations from the start
- Listing obstacles and solutions
- Goal setting
- Defining the what and how
- Virtual training project plan
- Mapping projects
- Delivery mode
- Single or duo facilitation?
- Class size determination
- Healthy flows of virtual trainings and breaks
- Adding shape to the picture
- Recap
- Knowledge check
- Ask away

### CHAPTER 5: Selecting The Right Technology

- Helpful technology solutions
- Important tech knowledge
- Necessary equipment and software
- Inventory review I
- A participants view
- A tools and platform landscape
- Conferencing tool features
- Virtual classroom tool features
- Inventory review II
- Support tools to make online training more exciting
- Opportunities with and without producers
- Building a virtual design & delivery ecosystem
- Creating a framework
- Recap
- Knowledge check
- Ask away

### CHAPTER 6: Designing Support Materials

- Documents needed for successful virtual training
- Mapping your virtual learning session

- Consolidating and enhancing the training outline
- Presentation deck design
- Common design problems and suggested solutions
- Scripting presentations for virtual training
- Focusing on what is relevant
- Designing a prototype
- Getting feedback
- Designing virtual training for mobile devices
- Blended learning in webinars
- Adding spice
- Creating a facilitator guide
- Draft your support material- Part I
- Develop a producer guide
- Draft your support material- Part II
- Summarize all in a session flow
- Draft your support material- Part III
- Participant handouts
- Draft your support material- Part IV
- Drafting exercise instructions
- Job aids
- Recap
- Knowledge check
- Ask away



## Virtual Training Design Certificate

### CHAPTER 7: Live Webinar Exercises & Engagements

- During this webinar course participants have the opportunity to discuss and experience virtual classroom exercises and engagement activities.

### CHAPTER 8: Designing Engagement Triggers Exercises

- Practice makes perfect
- Applying learning quickly
- Good vs poor engagement
- The anatomy of successful exercises
- Examples to learn from I
- Lessons learned I
- Examples to learn from II
- Lessons learned II
- Examples to learn from III
- Lessons learned III
- What are your thoughts?
- Engagement and activity overview
- Design effective chat exercises
- Leveraging status indicators
- Create whiteboard exercises that stick

- Breakout room exercises and techniques
- Peer-to-peer discussions
- Application sharing and how it's done right
- Design effective web browsing exercises that maximize interaction
- Drawing attention with arrows and shapes
- Dos and don'ts of sharing documents
- Designing effective activities (objective setting, Craft questions to which participants can effectively respond, develop instructions)
- Adding activities to your virtual training
- Single and duo facilitation- a review
- When a producer is needed
- When no producer is available
- Recap
- Knowledge check
- Ask away

### CHAPTER 9: Reviewing Virtual Training

- The E in ASSURE
- Data points that matter
- Engagement scores
- Collecting feedback
- Drawing the overall picture
- Suggesting next steps
- Review and recommend
- Recap
- Knowledge check
- Ask away

### WRAP UP

- Let's call it a wrap!
- Are we ready yet?
- Thank you!
- Feedback keeps us going!

\* **Note:** Course outline might change depending on course updates.





### Ready to go?

Do you have a question before purchasing a course, want to know more about our dedicated in-house training programs for your organization or have any other digital learning question?



#### Register online

- Visit: <https://mindsed.com/VTD>
- Create an account.
- Follow the payment indications.



#### Contact us

Use this form and we will get back to you as soon as we can!

Visit:  
<https://mindsed.com/contact-us/>



#### Other courses

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