Virtual Training Design & Facilitation Masterclass

Level

Beginner – Intermediate

Language

English

Pre-Course Video Subtitles

English, German, Spanish

Course Learning Outcomes

By the end of this course you will:

- Discover what **can be taught online.**
- Specify the **right set of materials** you need to develop.
- Define **learning objectives you aim to meet.**
- Select the correct **technology and platform.**
- Apply critical **instructional design principles** when designing **virtual classrooms & support materials.**
- Use **Mindsed's Virtual Training Design** job aids and **checklists to improve** your curriculum design.
- Design **engaging activities & interaction** for your learners.
- Identify the difference between **traditional and virtual facilitation.**
- Understand the **characteristics of successful virtual training.**
- Identify **roles & responsibilities.**
- Prepare your **online training with confidence.**

- Capture the **attention of your learners during every session.**
- Critical activities for appropriate **use of the tool/ activity, clear instructions and interaction and collaboration.**
- Leverage **webinar technology** to its full potential.
- Know **how to manage difficult situations** and be aware of limitations.
- Evaluate the **success of your learning transfer.**
- Recognize **improvement opportunities in your design and facilitation.**
- Practice **virtual training facilitation.**

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Why do you need to sharpen your online facilitation skills?

Reduce learner dropout rates.

Ensure learner focus and attention.

Transfer knowledge in compressed time frames.

Foster active learning.

Provide the right level of support to your learners.

Avoid cognitive overload.

Encourage interactivity and engagement.

Who is it for

This market leading workshop was developed for all, **teachers, online facilitators, producer, influencers, marketing specialists**

… who are eager to start their own 360 media projects.

What is the workshop duration?

The workshop has a total time of:

Pre-course: approx. 4h
Workshop: 5 days
Post-course: approx. 4h

Course bonus

1. **Online pre-course**

2. **Mindsed workshop box containing:**
   - Handbook
   - Workbook
   - Online training design toolbox
   - Online training facilitation toolbox

3. **Post-course webinar**

In addition, you will receive

- Course onboarding support
- **Official completion certificate:** Printable diploma sharable on your social media accounts such as LinkedIn

Which equipment do you need?

- Required equipment will be bringing a smartphone and a laptop.

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Attendance Policy

Face- to- Face Courses: In order to pass this face to face course and receive the certificate on the last day of the training it is mandatory for all participants to attend all scheduled days. In case participants miss more than two hours of the entire course they are no longer qualified to receive the course certificate.

Tanja Schmidt
Instructor

LinkedIn Profile

Over the course of the past ten years, Tanja has trained facilitators around the world in delivering and design virtual trainings. During this course, Tanja will share best practices on keeping participants engaged and attentive. She will guide her learners through the 'do's and don'ts' of designing and facilitating online and let them apply their new knowledge.

tellus@mindsed.com

Course Overview

Part 1

ONLINE PRE-COURSE	
	• The **online pre-course** helps to flip the classroom and get familiar with important background information, concepts, and methodologies of virtual training design and delivery before the start of the workshop. Meet your instructor and other course participants and build up a solid foundation that will be leveraged during the workshop sessions.

Part 2

DAY 1	• **The first day** gets kicked off by a quick recap of the online pre-course to refresh everyone's memories. The day continues by diving into the **first two steps of the ASSURE instructional design model** to build a solid understanding of once audience, opportunities, and potential challenges that need to be overcome during the course duration.
DAY 2	• Course participants learn more about **virtual training material design on the second day.** This includes successfully designing presentation decks, interactions, and activities to support a successful learning transfer.
DAY 3	• On the **third day,** participants design their training materials and dive right into a quick review of their pre-course learning materials for **facilitating virtual training.** The instructor will dive deeper into key characteristics, concepts, and methodologies used to **deliver successful virtual training during the review.**
DAY 4	• On the **fourth day,** participants learn more about the effect and impact of multiple interaction types, activities, and exercises that **can be run in the virtual space.** They will go through interactions that can be used to engage their learners. Workshop participants also develop various support tools that will help them face challenges during facilitation.
DAY 5	• The **last day of the training** is all about **practice and review.** Workshop participants get the opportunity to practice virtual training delivery with their workshop peers and learn about the collection of data points they can use to r**eview their virtual training success.**

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Part 3

POST-COURSE WEBINAR

- During the **post-course webinar,** course participants get the opportunity to deliver a 15 min course session they have developed during the workshop with their fellow course participants. Depending on the class size, one or more online sessions for delivery will be offered.

*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?

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