

Virtual Facilitating High-Impact Learning

Two days

As an internal trainer or facilitator, you need to know more than just your content. You also need to be an engaging instructor, a masterful facilitator, and a polished speaker.

This virtual course gives you the skills you need to deliver anything from a one-hour lunch-and-learn to a multi-day course. The skills you learn apply to virtual instructor-led and in-person instructor-led learning. The course increases your confidence as a trainer and improves your ability to deliver new skills to your colleagues.

Who should attend

This course is designed for subject matter experts, new trainers and those who would like to improve their skills in both virtual and in-person training sessions.

We can accommodate groups of six participants with one facilitator, or 12 participants with two facilitators. This ensures you receive personal feedback on the training segments you deliver during the session.

You learn to

- apply our helpful framework to quickly structure your message
- know your learners' needs and clarify your learning objectives
- create a roadmap for your training sessions, and prepare helpful notes
- create an environment conducive to adult learning
- incorporate training techniques that meet the needs of all learners
- use strategies to generate discussion and encourage group participation
- give learner-centred instructions and constructive feedback
- use questioning techniques to reinforce the transfer of learning
- manage group dynamics to encourage a healthy exchange of ideas

What to expect

This course is an intensive and enjoyable learning experience. Come with a training segment on a topic of your choice. You deliver this training module to the group and receive feedback from both your colleagues and the facilitator. You receive a recording of your training session for post-course review. You also receive a comprehensive digital manual for post-course reference.

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How you spend your time

Virtual Facilitating High-Impact Learning includes the following activities:

Day One

Session 1: Design high-impact learning, part 1 (9 - 10:30)

Learn to:

- create a learning environment conducive to adult learners
- write clear learning objectives and analyze the needs and knowledge of your learners
- use a reliable process to plan your content
- incorporate interactive training activities
- write an engaging opening and closing

The facilitator keeps the virtual platform open to answer any questions and provide coaching.

Session 2: Design high-impact learning, part 2 (1 - 2:30)

Learn to:

- incorporate questions to facilitate learning
- communicate your message clearly and effectively
- plan to manage challenges

Participants each attend a brief one-to-one coaching session with the facilitator before Sessions 3 and 4 to help solidify concepts and prepare for Day Two workshopping, where they present their learning project to the rest of the group.

Day Two

Continue rehearsing in the morning. The facilitator keeps the virtual platform open to answer questions and provide coaching.

Everybody attends both 90-minute sessions. Three people present in each session, and everyone provides feedback.

Session 3: Workshopping (10:30 - 12)

Three participants facilitate learning to the group and receive feedback from peers and from the facilitator.

Session 4: Workshopping (1:30 - 3)

The remaining three participants facilitate learning to the group and receive feedback from peers and from the facilitator.