Going Virtual: Online Training Skills

How to setup, host and manage online courses, classes, lectures, training and events.

Course format

- *Live online learning course with an expert facilitator*
- *Interactive, engaging and practical*
- *Two half-day live online courses with a live trainer*
- *Small group size for maximum learning experience*

Overview

A great opportunity for trainers with classroom or face to face experience to further their professional development and provide motivational, memorable and dynamic courses live and online.

1. How to schedule, setup and configure an online training using the Zoom platform.
2. Planning and structuring your training for interaction and engagement.
3. Be creative in choosing and developing online training techniques.
4. Adapt your training style and method to suit online facilitation and coaching.
5. Improve the participation and quality of group discussions when training online.
6. Use microlearning techniques that encourage rapid understanding, mastery and retention.

Is it right for me?

This live online training course will provide you with tips and techniques engaging, interactive and enjoyable online training, classes and events.

Zoom is used to demonstrate and run this online live training course.

Going Virtual: Online Training Skills

This interactive live webinar shows you how to deliver interactive, engaging and effective online training on almost any subject.

1. Key principles of hosting online trainings and events

- The five key differences from live to online training

- Three ways to setup, host or start an online training session or event

- Getting the right equipment and environment correct

2. Planning and preparation for your online training

- l Four essential types of activity to create more engagement online

- The six principles of microlearning applied to online learning

- How to design and deliver a short online learning activity

3. Functions that promote engagement and interaction

- Whiteboard and annotation

- Breakout rooms (if available)

- Interactive chat and file sharing

- Screen share functions – yours and others

- Polls, quizzes and voting buttons

4. Creating engaging activities and visuals

- Design principles and techniques

- Using video and prepared presentations

- Setting up and running discussions, individual tasks, quizzes, energisers and other activities

5. Speak out with clout

- How to change the way you speak and present for online communication

- Using questioning and listening - online techniques

- Developing your online personal projection skills for online communication

7. Live online training in action

- How to design and deliver a short online learning module

- Practice session with peer feedback

- Learning from TED – an analysis of the TED method and principles

8. Learning summary

- Review of individual learning points