Brill!ant
CUSTOMER SERVICE
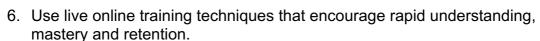
Going Virtual: Online Training Skills

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

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.

Key learning objectives

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 live online training techniques that encourage rapid understanding, mastery and retention.

Who will benefit?

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.

Course format

- Live online learning course with an expert facilitator
- Interactive, engaging, and practical

Live online half-day training course: price: £95 plus VAT per person.

£195 per person for a one-day classroom workshop, minimum three participants plus travel costs.

email@brilliantcs.co.uk

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Course outline

This interactive live online training course shows you how to make the best use of online training tools and software. Access from any computer, smartphone or tablet.

1. Key principles of running 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

- Isolating the common problems that occur in online or virtual training
- Structuring the various phases of the training and agenda setting
- Adopting the right tone and structure for online events

3. Functions that promote engagement and interaction

- Whiteboard and annotation; video
- Breakout rooms, interactive chat and file sharing
- Polls, quizzes and voting buttons

4. Creating engaging activities and visuals

- Slide and visual design principles and techniques
- Using video and prepared presentations
- Setting up and running discussions, quizzes, energisers and other activities

5. Speak out with clout

- How to change the way you speak and present for online communication
- The ten most common errors when hosting an online training
- Using the pyramid principle for more impact
- Using questioning and listening - online techniques
- Developing your online personal projection skills for online communication

6. Learning summary

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Call 07515 851 691 – also available as live in-house training on your premises.