
For facilitators, trainers and
learning and development professionals



Virtual facilitation

PROGRAMME OUTLINE:

Facilitation and training is increasingly shifting from traditional face-to-face delivery models to being delivered in a virtual format. For experienced facilitators, trainers and L&D professionals, the transition from being physically in the room with participants can be a challenge, especially as there is a common misconception that it's not possible to effectively develop certain skills, particularly behavioural, using the virtual format.

This programme focuses on developing the skills and confidence required to successfully make the transition from face-to-face to virtual delivery of facilitation, training and L&D activities.

The module takes place over 2 sessions. In *Session 1* participants learn the theory and practical skills required to work virtually. In *Session 2* participants practice and get feedback on delivering a pre-designed virtual mini session.

Participants will:

- Understand the differences between facilitating in the “face-to-face” and “virtual” formats
- Understand the key principles and best practices for delivering really effective virtual facilitation
- Learn the functions for effectively facilitating a session:
 - Putting participants at ease
 - Running a breakout session
 - Using polling
 - Managing chat windows
 - Sharing documents
 - Using video
 - Using annotation tools
 - Organising your screen
 - Giving clear instructions
- Learn techniques for troubleshooting during a session
 - Technical problems
 - Multiple conversations
 - Lack of responses

PROGRAMME FORMAT & DURATION:

2 x 120-minute sessions

Run as a virtual session – participants can join from any location

GROUP SIZE:

From 1 to 6 people

**For more information, send an email to
info@designed4success.co.uk or call us on +44 (131) 357 0369**



Designing a virtual session

PROGRAMME OUTLINE:

Facilitation and training is increasingly shifting from traditional face-to-face delivery models to being delivered in a virtual format. For experienced facilitators, trainers and L&D professionals, the transition from being physically in the room with participants can be a challenge, especially as there is a common misconception that it's not possible to effectively develop certain skills, particularly behavioural, using the virtual format.

This module builds on the “*Virtual Facilitation*” module and teaches participants how to design a virtual session from scratch, and how to successfully convert an existing face-to-face session to a virtual format.

The module takes place over 2 sessions. In *Session 1* participants learn the theory and practical skills required to design successful virtual sessions. In *Session 2* participants create/convert a session and associated materials to be delivered virtually and get feedback on their design.

Participants will:

- Understand the principles for designing a virtual session
- Understand the Learning Cycle in a virtual context:
 - Opening ‘rituals’
 - Building engagement
 - Interactive learning activities
 - Checking understanding
 - Skill practice activities
 - Closing ‘rituals’
- Learn which functions to use during each phase of the *Learning Cycle*
- Learn how to use a design template to plan a session
- Understand the role of the facilitator and technical moderator
- Learn how to develop activity instructions for use in a breakout session

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