

Virtual Facilitation Skills Workshop

A 7.5-hour learning experience for trainers & facilitators

Action Assignment 1:

Participants will get ready for this program by reflecting on their virtual presentation and facilitation experience, reading a short article that sets the stage for conversation, and preparing their workspace for the virtual classroom.



Live Session 1: The Art of Online Facilitation

Experience an engaging virtual class while learning the foundations of facilitation

- Consider the remote learner experience through the lens of empathy and understanding, and the facilitator's role in learner motivation
- Recognize required facilitation and presentation skills for live online delivery
- Set the stage for online learner engagement
- Use common virtual classroom tools to create interactive and engaging learning experiences

Action Assignment 2:

Participants will assess their own facilitation and presentation skills, reflect on specific virtual techniques seen in action, and begin to apply lessons learned.

Live Session 2: Creating Engaging Virtual Classes

Discover how to create a learning atmosphere of engagement and collaboration:

- Create a dialogue with learners from the start
- Establish and maintain an interactive learning experience
- Ask questions to generate dialogue using 2 proven techniques
- Present on camera with a professional and confident appearance to enhance the learning
- Enhance your voice for audio

Action Assignment 3:

Participants will complete application assignments, including recording themselves speaking on camera with AI-generated feedback, and evaluating the importance of the facilitator role in learning transfer.

Live Session 3: Ensuring Online Success and Learning Transfer

Develop inclusive facilitation skills needed to ensure learning transfer and application:

- Prepare for virtual delivery through proper workspace setup
- “Read” the remote audience to check for engagement and understanding, and make adjustments as necessary to achieve learning outcomes
- Partner with co-facilitators and producers to create seamless participant experiences
- Multi-task while delivering for smooth transitions between activities
- Troubleshoot (and prevent) common technical challenges

Action Assignment 4:

Participants will prepare to facilitate a virtual training activity that demonstrates their skill and helps them apply the lessons learned.

Live Session 4: Virtual Facilitation Learning Lab

Share your own work to receive input from peers and feedback from the expert facilitator:

- Facilitate a virtual learning activity to showcase your learning
- Receive peer input and expert feedback
- Create an action plan to apply lessons learned to your own deliveries

Delivery Details

The program...

- is facilitated as a 4-part online series with short self-directed assignments in-between each live online event. The four 90-minute sessions could be scheduled as a full day event, or spaced out over time, based upon your scheduling preferences.
- has no more than 16 participants per cohort.
- is not recorded, but instead requires live online participation.
- asks each learner to log on individually from their own computer or device for the hands-on experience.
- uses Cindy’s virtual classroom platform (Zoom, WebEx, or Adobe Connect) but the tools and techniques apply to any common virtual classroom platform
- uses an online platform for learner communication and collaboration between sessions, to encourage ongoing learning and community.
- includes an electronic handout and resource links for further independent study.

To schedule this program for your team, contact Cindy Huggett (cindy@cindyhuggett.com)