



Designing and Delivering a Great Virtual Training Session

Stand Out and Make a Real Difference with your Trainer Led Online Learning, Webinars and Virtual Classrooms

► Training Details

Online Training Course Overview

Having the skills and mind set to design and deliver interactive and engaging online training through webinars and virtual classrooms can help you transform your learning proposition and take it global.

We have experienced lots of boring and dull webinars, which switch people off. Learn to inspire and wow your learners and clients through training techniques which are underpinned by the science of the brain and best practice online. Designing and delivering learning online is a very different mind and skill set compared to face to face.

Stand out and make a real difference with your trainer led online learning.

This Anderson online training course will feature:

- ▶ All the functionality and tools in the online platform such as chat box, annotation tools, whiteboards, polls, recording, webcams, breakout rooms and more
- ▶ Engaging learners with different training techniques and exercises
- ▶ Designing slides for online which increase recall of knowledge by 65%
- ▶ Integrating media and images to your online media
- ▶ Measuring your impact on online learning

Online Training Course Objectives

By the end of this Anderson online training course, participants will be able to:

- ▶ Explain the benefits of using interactive virtual classrooms and webinars
- ▶ Design creative and inspiring training materials
- ▶ Demonstrate using all of the tools and functionality of the platform
- ▶ Be able to embed media such as video and high-resolution, royalty free graphics
- ▶ Deliver a short training session online to other learners

Designed For

This Anderson online training course is suitable to a wide range of professionals but will greatly benefit:

- ▶ Those who wish to transfer their face to face learning to online
- ▶ Those who are delivering webinars but wish to make their training more interactive and engaging
- ▶ Anyone who is designing or delivery training including Learning and Development Consultants, Trainers, Business Managers, Line Managers, Marketing Managers and HR Managers
- ▶ Those who are beginner, intermediate will take a lot away from this course
- ▶ Anyone who wishes to increase their presence and brand online

Online Training Course Content

Day One: Maximising Online Engagement

This is a comprehensive, interactive module which takes learners through each of the engagement tools and gives them an opportunity to consider how they could use these tools to increase engagement and interaction when delivering online training.

- ▶ Introductions and what will online learning be used for
- ▶ Learning all the functionality and tools of the platform
- ▶ Using engagement techniques with the tools
- ▶ Maximising facilitation using chat and file transfer
- ▶ Working through activities using emoticons, annotation tools and whiteboard
- ▶ Learning how to use group sessions with breakout rooms and polls

Day Two: Designing Your Online Session

This module focusses on core design principles for an effective, engaging, outcome driven learning intervention including visuals, slide design, virtual design considerations, integrating media.

- ▶ Recap on day one – answer any questions following practice
- ▶ The design principles for online materials
- ▶ Using colour, RB and Hex codes on slides
- ▶ Using and sourcing high quality, royalty free images
- ▶ Embedding and using video in online
- ▶ Preparing to design a great online pack

Day Three: Microteach and Feedback

This is the 'over to you session' where learners present back a short session and have the opportunity to received coaching and feedback. Learners are assessed and given specific points for development to include in an action plan.

- ▶ Recap from day two – answering any questions from designing new slides
- ▶ Each learner delivers a short section of new slides
- ▶ Group and trainer feedback – 'what was great and it would be even better if.....'
- ▶ Specific feedback points and coaching
- ▶ Action plan for continuous learning
- ▶ Where you can find more learning materials and resources

▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 - 12:30	:	First Session
12:30 - 12:45	:	Break (15 minutes)
12:45 - 14:15	:	Second Session
14:15 - 14:30	:	Break (15 minutes)
14:30 - 16:00	:	Third Session

▶ The Certificate

Anderson e-Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

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Request for a Tailor-made training and educational experience for your organization now:

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