

# Creating Impactful Virtual Training™



## Training Style for Virtual Training

The new normal for employee development must include a virtual training curriculum for the flexibility needed in today's world.

With the inclusion of social distancing, budgetary or travel constraints, leadership is requiring training teams to develop ways to conduct virtual training without sacrificing training outcomes a learner would achieve with in-person training.

Given that most trainers are familiar and experienced with in-person facilitation does not guarantee a trainer's style will adapt to a virtual training environment now required by so many businesses.

Signature Worldwide's Creating Impactful Virtual Training Workshop starts by defining goals to advance a trainer's style and skill set for virtual training facilitation. Once goals are set, our experienced instructor, certified in instructor-led virtual classroom training, will describe foundational elements for virtual training facilitation. This foundation clearly identifies the facilitation skills needed and differences compared to instructor-led in-person training facilitation.

Next, Signature Worldwide's certified instructor will thoroughly demonstrate the importance of a traceable learning sequence specific to a virtual training environment. To further build this foundation, your training team members will learn the importance of visuals that are key to participant engagement and actionable retention in a virtual training setting. The final foundational element provides an understanding of how important these different communication techniques are between the trainer and participant to ensure the best possible learning environment.

To galvanize these foundational concepts of virtual training facilitation, Signature's instructor will work with your training team to break down a pre-determined learning objective of an existing in-person training program; and identify necessary modifications needed to convert the facilitation into a virtual experience. During this component of the workshop, our certified instructor will also review a proven facilitation note template to be used in the future to prepare facilitation of learning objectives and concepts.

The ever-present component of any Signature Worldwide training

program is skill practice. During this segment of the workshop, each participant will have a chance to practice the facilitation of a short learning objective delivered to other participants of the workshop, along with our experienced instructor. Skills are best retained when practicing them along with immediate feedback. Each trainer will have a chance to self-critique their practice virtual training facilitation, receive constructive input from their workshop peers and of course direct feedback from our expert instructor.

### Who Should Attend?

Anyone responsible for facilitating training in a virtual environment. The training can be delivered to a training team within human resources or group of people that is responsible for training facilitation within a company. The skills presented in this training are for those who have training facilitation experience. This requirement keeps all the participants on a more level playing field and allows the workshop to achieve its objectives.

### Program Outcomes

Through this customized training, participants will be able to:

- Determine the style differences needed to facilitate effective virtual training
- Effectively use a traceable learning sequence to ensure learning objectives are achieved in a virtual training environment
- Develop the necessary understanding of communication queues used in virtual training
- Create facilitation notes for future virtual training learning objectives
- Generate confidence from practicing the facilitation of virtual training in front of actual participants

### Length

1 - Day workshop; followed by 1/2 day of facilitation practice depending on number of participants.

### Class Size

3-12 participants



# Program Content

---

## Pre-training Assessment

---

Signature's team will meet with management virtually to:

- Assess training competencies of existing training team
- Identify training tools used for virtual training
- Review "client" content (e.g. operational, soft skill, procedural, informational, etc.)
- Define example learning objectives with purpose and substance to use as template during virtual training workshop

## Day One

---

### Introduction

### Goals to Adapting Your Training Style for Virtual Training

### Foundation for Virtual Training Facilitation

#### Facilitation Skills and Differences

- Tone
- Control
- Losing your "sight"
- Pace
- Interactivity - The myth

#### Use of Traceable Learning Sequence with Virtual Training

- Overarching theme
- Key components supporting learning objectives
- Building sub concepts to support key components
- Do - Say - Ask
- Storyboard as a tool

#### Visuals to Enhance Learning

#### Communication Tools Available in Virtual Learning Environment

## Virtual Training Preparation

- Converting Example Learning Objective Into Virtual Facilitation
- Creating "Never Fail" Facilitation Notes

## Trainer Practice Instructions

## Next Day

---

### Trainer Practice

- Each participant delivers practice virtual training
- 360-degree feedback (self, peer, leader)

### Wrap-up

