

# HOW TO EFFECTIVELY FACILITATE VIRTUAL TRAINING

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## OVERALL OBJECTIVE

The **How to Effectively Facilitate Virtual Training Session** aims to introduce the new internal trainer or subject matter expert to the skills necessary for them to be a successful trainer by enabling them to **plan**, and **deliver a virtual training program**.

## OUTCOMES

You will learn online how to:

- ▶ utilize visual, verbal, and vocal skills during the training presentations
- ▶ minimize the negative impacts of inattentive learners
- ▶ understand the basic principles of adult learning
- ▶ ask the right question – each time, every time
- ▶ engage and re-engage the adult learner
- ▶ create rapport with the learner
- ▶ prepare before the session

## COMPETENCY

Essential Internal Virtual Training Skills and Techniques:

- ▶ The ability to plan, and deliver an online training session with the desired impact, utilizing the verbal, vocal, behavioral and classroom management skills required.

## CONTENT

### 1. PREPARATION

- 1.1 The Difference Between In-Class and Online Learning
- 1.2 Online Trainer Do's and Don'ts
- 1.3 The Seven Laws of Learning
- 1.4 Training Methods
- 1.5 Preparation Analysis Sheet
- 1.6 Identifying Content
- 1.7 Training Plan
  - 1.7.1 Training Overview Sheet
  - 1.7.2 Facilitation Guide
- 1.8 Becoming Familiar with the Platform Technology

### 2. DELIVERY

- 2.1 Presenting Concepts
  - 2.1.1 Power Point Slide Deck
  - 2.1.2 Camera and Behaviors
  - 2.1.3 Voice Tips
- 2.2 Facilitating the Learning
  - 2.2.1 How to Handle Questions
  - 2.2.2 Virtual Classroom Management for Interactivity
  - 2.2.3 Activity Set-Up and Debrief

### 3. IMPACT

- 3.1 Virtual Instructor-Led Training Practice and Feedback
- 3.2 Online Training Skills Competency Checklist
- 3.3 My Online Training Skills Commitments