



# Virtual Classroom Facilitator



## **CERTIFIED VIRTUAL CLASSROOM FACILITATOR**

Develop the skills to deliver interactive and  
engaging virtual training





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## Why Virtual?

**Virtual training is one of the hottest and most attainable trends for 2018**

As technology catches up, increased interactive functionality for virtual platforms is now a reality. Virtual classroom training is quickly gaining traction as cost-effective, less disruptive but equally effective than classroom training.

Both employers and employees see the benefit of logging on for 90 minutes to attend a group virtual session and discussion over investing time and money in travelling to a central location to achieve the same goal.

**Training Magazine reports that:**

- 86% of virtual classroom participants rated the experience as “just as engaging” or “more engaging than” traditional classroom training.
- 100% of participants were highly satisfied with virtual classroom experiences
- Participants averaged a score of 90% on a test that measures mastery of skills, 1% point higher than scores in the traditional classroom.



**SAVE TIME AND  
COST**



**REACH GLOBAL  
AUDIENCES**



**SUPPORT LEARNING  
FOR REMOTE  
WORKERS**



**DELIVER FASTER  
HIGH-QUALITY  
TRAINING**



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## Get Certified?

**Develop the skills, knowledge and experience to:**

- Deliver highly interactive and engaging virtual classroom sessions.
- Design and develop virtual session guides, powerpoint presentations and participant materials.
- Convert existing content and classroom activities into collaborative virtual events.
- Engage learner attention and participation in your virtual classroom sessions.
- Conduct best practices for delivering live virtual classroom events.

## Who Should Attend?

The Certified Virtual Classroom Facilitator Programme has been developed for anyone delivering, or planning to deliver, virtual classroom training.

Previous virtual training experience is not essential, however previous experience in training would be beneficial. This programme is applicable to all L&D professionals, irrespective of the subject matter they teach.

## How Does it Work?

The virtual facilitator programme is delivered over a 4 week period and can be attended during working hours or out of work hours. Each module comprises of live, online sessions using the Adobe Connect virtual classroom software, along with practical self-directed study assignments.

You will also have access to your facilitator for support throughout the programme. The certification is based on your completion of the programme modules and final assessment.







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## Assignments

To reinforce your learning you will be expected to complete self-directed assignments after each module throughout the programme.

The final assessment will require you to design and deliver a live virtual classroom session of 60 minutes with Virtual Academy assessors in attendance.

## Certification

The Virtual Classroom Facilitator certificate is awarded by Creativedge Training and Development.

## CPD

The programme is CPD approved. You will earn CPD points by attending.







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## **Certified Virtual Classroom Facilitator Programme**

### **Programme Overview**

#### **Module 1**

Introduction to Virtual training

#### **Module 2**

Understanding Virtual Platforms

#### **Module 3**

Facilitation for Maximum Engagement

#### **Module 4**

Designing Interactive & Engaging Virtual Content

#### **Module 5**

Delivering your Virtual Training

#### **Module 6**

Live Assessment





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## Programme Outline

### Module 1 (2 Hours)

#### Introduction to Virtual Training

- Getting Connected on Virtual Platform.
- Getting Connected (Personally).
- Challenges and Opportunities.
- Introduction to Adobe Connect Virtual Platform.
- The Certified Virtual Classroom Facilitator programme.

### Module 1 Assignment

- Pre-reading - 'Audio trouble shooting guide'
- Pre-reading - 'Delegate Instructions - Preparing for Virtual training'
- Pre-reading - 'Delegate instructions - Joining Virtual training'

### Module 2 (3 Hours)

#### Understanding Virtual platforms

- Overview of various Virtual platforms available - Adobe Connect, WebEx, Go to Webinars etc...
- Understanding Pod Types; Attendee, Video, Sharing (Slides, Whiteboard), Chat, File, Polls, Other pods.
- Breakout rooms.

### Module 2 Assignment

- Pre-reading - 'Adobe Connect trainers guide'
- Pre-reading - 'Setting up an audio conference'
- Pre-reading - 'Break-out survival guide'
- Adobe Connect - Logon and Familiarity exercise.
- Adobe Connect - Break-out exercise and case study.

### Module 3 (3 Hours)

#### Facilitation for Maximum Engagement

- Challenges of delivering in the Virtual environment
- How to overcome them using:
  - Appropriate features in Adobe Connect
  - Engaging the audience using facilitation skills virtually

### Module 3 Assignment

- Create a Virtual classroom including, layouts, pods and breakouts.
- Practice using layout, pods and breakout rooms.







## Module 4 (3 hours)

### Designing Interactive & Engaging Virtual Content

- Understanding training materials in the Virtual environment.
- Converting existing content into engaging Virtual training sessions.
- Adapting activities into interactive Virtual breakouts.
- How to design and produce Virtual session materials and produce in line with Virtual platform features.

### Module 4 Assignment

- Create or convert your own existing session - 30 minutes maximum.
- Include breakout activities.
- Create Virtual classroom in line with content.
- Practice delivering this session in preparation for module 5.

## Module 5 (5 hours)

### Delivering your Virtual Training

- Preparing for and running a live 30-minute Virtual session using your own materials.
- Deliver the 30-minute session to fellow cohort members and trainer.
- Receive feedback on content, performance from fellow cohort members and trainer.

### Module 5 Assignment

- Create or extend existing 30-minute virtual session into a full 60-minute training session in preparation for assessment.
- Create Virtual classroom in line with content!
- Practice, practice, practice.

## Live Assessment (1 hour)

- Deliver 60-minute Virtual training session to Virtual Academy assessors.
- Feedback of assessment will be provided along with strengths and development points.
- 70% Pass mark required for approval of Certified Virtual trainer.
- Certificate will be issued on pass and approval.

### Assessment Retakes

- 1 X Assessment retake available in the programme pricing.
- Additional assessments available at additional cost.



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