Effective Virtual Classroom Facilitation

Creating an Environment for Success

The virtual classroom is the new standard when on-site gatherings are not possible or practical. As with any other event, the success (or failure) of a virtual event is closely linked with planning and preparation that occurs beforehand. Equally important are the skills and abilities of the facilitator to keep things moving on track. Not being in physical proximity to the other attendees makes this role even more crucial to success both during and *after* the session.

Who Should Attend?

- Classroom instructors who need to facilitate online meetings or learning sessions
- Business professionals charged with facilitating communication with distributed field staff
- Virtual facilitators who want to improve the effectiveness of virtual classroom sessions
- Experts who have subject matter to deliver to a geographically diverse audience

Participants Learn To:

Leverage best practices for successful virtual sessions such as:
- Ensuring participants are prepared
- Utilizing tools to engage audience
- Determining follow up items that continue the momentum

Implement tried and true tips to prepare for success by:
- Understanding the critical role interactivity plays in buy-in, recall and learning
- Determining the right amount of interactivity for your audience
- Assigning roles and responsibilities to assist the facilitator

Program Format

This 45-60 minute interactive learning experience has been developed by seasoned virtual facilitators. It illustrates the importance of planning, utilizing effective delivery techniques and follow-up by modeling this approach using the interactive elements available in virtual classroom environments.

- **Effective Preparation**—preparing your participants for the session; designing pre-work or pre-read materials
- **Identifying Content**—determining what content is essential to cover during the session; managing the content at a pace that beneficial for you as the facilitator, and for the participants
- **Developing the Script**—creating an agenda and timeline that is effective and efficient; developing and directing interactive elements of the session
- **Creating Stimulating Visuals**—choosing and using visual elements that support your message and cue participants to key points
- **Dynamite Delivery**—leveraging a variety of interaction types that support the content; knowing when to use what; eliminating distractions so that content is the focus
- **Focused Follow Up**—Listening for clues for next steps; gathering session feedback and posting resources

Apply Learnings Immediately with these Resources:

- Virtual Session Planning Checklist
- Participation Preparation Guide and Sample Email for Participants